

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[University/College Name]  
[University Address]  
[City, State, Zip Code]

Dear [Admissions Office/Specific Name if known],  
I hope this message finds you well. I am writing to request feedback regarding my application for the Bachelor of Business Administration program at [University/College Name].

As an aspiring student, I value the insights that can be gained from understanding the strengths and areas for improvement in my application. I believe that feedback will not only help me in my future endeavors but also enhance my skills and qualifications in the field of business. Thank you for your time and consideration. I look forward to your response.

Sincerely,  
[Your Name]