

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

Dear Admissions Committee,

I am writing to express my intent to apply for the Bachelor of Business Administration (BBA) program at [University Name]. With a strong foundation in [relevant subjects or experiences], I am eager to deepen my understanding of business principles and practices through your esteemed program.

I have always been passionate about [specific interests related to business], which has motivated me to pursue a career in [specific career goal]. Through my experiences in [relevant experiences, internships, or projects], I have developed skills in [specific skills relevant to BBA] that I believe will contribute to my success at [University Name].

I am particularly drawn to [specific aspects of the BBA program, such as faculty, curriculum, extracurricular opportunities, etc.], which align perfectly with my career aspirations. I am excited about the possibility of engaging with [mention any specific clubs, organizations, or networking opportunities available] as I strive to grow both personally and professionally.

Thank you for considering my application. I look forward to the opportunity to further discuss my candidacy and how I can contribute to the [University Name] community.

Sincerely,  
[Your Name]