

[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 interest in the Bachelor of Business Administration (BBA) program at [University Name]. As a dedicated student with a passion for business and a strong academic background, I believe that your esteemed institution will provide me with the necessary tools and experiences to achieve my career goals.

I have consistently excelled in my studies, particularly in subjects related to economics, finance, and management. My involvement in [specific extracurricular activities or projects] has further enriched my understanding of business principles and has equipped me with valuable leadership and teamwork skills.

I am particularly drawn to [specific features of the university's program, such as faculty expertise, unique courses, or internship opportunities], which I believe will greatly enhance my educational experience. I am excited about the prospect of contributing to and growing within the diverse and vibrant community at [University Name].

I appreciate your consideration of my application and look forward to the possibility of being part of [University Name]. Thank you for this opportunity.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]