

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office/Interview Coordinator's Name]
[University Name]
[Department/Office of Admission]
[University Address]
[City, State, Zip Code]

Dear [Admission Office/Interview Coordinator's Name],
I hope this message finds you well. My name is [Your Name], and I am an applicant for the Bachelor of Business Administration program for the [specific term, e.g., Fall 2024] semester.
I am writing to kindly request an opportunity for an admission interview. I believe that an interview would allow me to further convey my enthusiasm for the program and discuss my qualifications in greater detail.

Please let me know if it is possible to schedule a meeting at your convenience, either in person or virtually. I am flexible with timings and can accommodate the available slots.

Thank you for considering my request. I look forward to the opportunity to discuss my candidacy further.

Warm regards,
[Your Signature (if sending a hard copy)]
[Your Name]