

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Scholarship Committee/Office]
[University/College Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Scholarship Committee"],
I am writing to express my interest in the BBA scholarship and to provide information regarding my financial need. I am currently a [your year, e.g., sophomore] pursuing a Bachelor of Business Administration at [University/College Name].

Due to [briefly describe your financial situation, e.g., "my family's financial difficulties," "unexpected medical expenses," or "loss of income"], I am facing challenges in financing my education. [Add a few sentences elaborating on your situation, such as details about your family income, job situation, or other relevant circumstances.]

Receiving this scholarship would significantly ease my financial burden and enable me to focus on my academic and career goals. I am committed to [mention any academic achievements, extracurricular activities, or community service], and I believe this financial support would allow me to continue striving for excellence.

Thank you for considering my application. I am hopeful for the opportunity to contribute positively to our campus community with the assistance of this scholarship.

Sincerely,
[Your Name]
[Student ID (if applicable)]
[Degree Program]