

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

Dear [Scholarship Committee's Name],
I hope this letter finds you well. My name is [Your Name], and I am a prospective student interested in pursuing a Bachelor of Business Administration (BBA) at [University Name]. I am writing to inquire about scholarship opportunities that may be available for incoming students. I am particularly interested in scholarships that support students demonstrating financial need or academic excellence, as I am committed to achieving my educational goals while maintaining a solid academic record. I would greatly appreciate any information you could provide regarding the application process, eligibility criteria, and deadlines for BBA scholarships at [University Name].
Thank you for your time and assistance. I look forward to your response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]