

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for BBA Scholarship Project

I hope this letter finds you well. I am writing to propose a project aimed at establishing a scholarship fund to support deserving students pursuing a Bachelor of Business Administration (BBA) degree.

****Project Overview:****

The primary objective of this scholarship project is to provide financial assistance to talented students who demonstrate academic excellence and a commitment to their community but face financial barriers to higher education.

****Target Audience:****

The scholarship will specifically target students from [specific demographic or geographic area], ensuring we are empowering those most in need.

****Project Goals:****

1. To award scholarships to a minimum of [number] students annually.
2. To create a mentorship program pairing scholarship recipients with alumni and business leaders.
3. To raise awareness about the importance of access to education within our community.

****Funding Requirements:****

We estimate a total funding requirement of [amount] to cover scholarships, administrative costs, and promotional activities for the first year of implementation.

****Conclusion:****

I strongly believe that this scholarship project will make a significant difference in the lives of many aspiring BBA students. I look forward to the opportunity to discuss this proposal in further detail and explore potential collaborations with your organization.

Thank you for considering this initiative.

Sincerely,

[Your Name]
[Your Title/Position (if applicable)]
[Your Organization (if applicable)]
[Your Signature (if sending a hard copy)]