

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

Dear [Scholarship Committee's Name or "Scholarship Committee"],
I am writing to express my interest in the [Name of Scholarship] for which I am applying as a Bachelor of Business Administration (BBA) student at [Your University].

I am currently pursuing a degree in [Your Major, if applicable] and have maintained a GPA of [Your GPA]. My academic journey has been driven by my passion for [Briefly explain your interest in business/your career goals].

In addition to my academic achievements, I have been actively involved in [mention any relevant extracurricular activities, volunteer work, or internships]. These experiences have helped me develop skills in [list relevant skills], which I believe will greatly benefit me in my future career.

Receiving this scholarship would not only alleviate some of my financial burdens but also allow me to focus more on my studies and professional development. I am committed to making a positive impact in the field of business, and I believe that this scholarship will bring me one step closer to achieving my goals.

Thank you for considering my application. I look forward to the opportunity to contribute to [specific aspect of the organization or university] and to represent your esteemed scholarship.

Sincerely,
[Your Name]