

[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 am writing to express my intent to apply for the BBA scholarship offered by [University/Organization Name]. As an aspiring business professional with a passion for [specific area of interest], I am eager to further my education and develop the skills necessary to succeed in the business world.

Currently, I am a [mention your current status, e.g., high school senior, current university student] at [Your School/University Name], where I have maintained a GPA of [your GPA] while actively participating in [mention relevant extracurricular activities, volunteer work, or internships]. These experiences have equipped me with a solid foundation in [mention relevant skills or knowledge], and I am excited to explore this further through the BBA program at [University Name].

Receiving this scholarship would significantly alleviate the financial burden of my education, allowing me to focus on my studies and contribute to the [University/Organization] community through [mention any relevant plans for involvement]. I am committed to academic excellence and am determined to apply the knowledge gained to make a positive impact in the business sector.

Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the [University/Organization] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]