

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[University/College Name]
[Department of Admissions]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Bachelor of Business Administration program at [University/College Name]. With a strong academic background and a passion for business management, I am eager to develop my skills and contribute to the vibrant learning community at your institution.

During my high school years, I excelled in subjects such as Economics and Business Studies, which inspired me to pursue a career in business. I have also taken part in various extracurricular activities, including [specific activities], which have honed my leadership and teamwork abilities.

I am particularly drawn to [specific program features or faculty], and I believe that [University/College Name] will provide me with the knowledge and experiences necessary to achieve my career aspirations.

Thank you for considering my application. I look forward to the opportunity to join [University/College Name] and contribute positively to its community.

Sincerely,
[Your Name]