

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admission Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my interest in the Bachelor of Business Administration program at [University Name]. With a strong academic foundation and a keen interest in business management, I believe that your program will equip me with the skills necessary to succeed in the dynamic world of business.

Throughout my academic journey, I have maintained a GPA of [Your GPA], focusing on subjects such as [List Relevant Subjects]. I have also gained practical experience through [Internships, part-time jobs, or volunteer work], where I [Describe Your Role/Experience]. These experiences have solidified my passion for business and have taught me the importance of [State Key Learnings].

Additionally, I am an active member of [Clubs or Organizations] where I [Explain Your Contributions]. This involvement has not only refined my leadership abilities but has also enhanced my teamwork skills.

I am particularly drawn to [University Name] because of [Specific Programs, Faculty, or Opportunities]. I am eager to contribute to the vibrant community at [University Name] and to learn from esteemed faculty such as [Names of Professors or Mentors, if applicable].

I am confident that my passion, experiences, and dedication will make me a valuable addition to your program. Thank you for considering my application. I look forward to the opportunity to further discuss how I can contribute to the [University Name] community.

Sincerely,  
[Your Name]

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**\*\*Note:\*\*** Replace placeholders within brackets with your specific information.