

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

Dear [Recipient's Name],

I am writing to express my interest in the Bachelor of Business Administration (BBA) program at [University/College Name]. I believe that this program will provide me with a strong foundation in business principles and practices, enabling me to pursue a successful career in this field.

I have attached my application materials, including my academic transcripts, letters of recommendation, and personal statement, which I hope will provide you with a comprehensive understanding of my qualifications and aspirations.

I am excited about the possibility of being a part of [University/College Name] and contributing to the campus community. Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]