

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

Dear Admissions Committee,

I am writing to express my enthusiasm for applying to the Bachelor of Business Administration program at [University/College Name]. With a strong passion for business and a dedication to academic excellence, I am eager to contribute to your esteemed institution.

[Paragraph 1: Personal Background]

Briefly introduce yourself, your background, and any relevant experiences that sparked your interest in business.

[Paragraph 2: Academic Achievements]

Highlight your academic achievements, relevant coursework, and skills that demonstrate your preparedness for the BBA program.

[Paragraph 3: Extracurricular Involvement]

Discuss your involvement in extracurricular activities, internships, or volunteer work that showcases your leadership, teamwork, and commitment to personal and professional growth.

[Paragraph 4: Career Aspirations]

Elaborate on your career aspirations and how obtaining a BBA from [University/College Name] aligns with your goals.

[Conclusion]

Convey your enthusiasm for the program, reiterate your commitment to contributing positively to the university community, and thank the committee for considering your application.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]