

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

[Admissions Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to formally submit my application for the Bachelor of Business Administration (BBA) program at [University Name]. I am excited about the opportunity to pursue my academic and professional goals at your esteemed institution.

Enclosed with this letter, you will find my completed application form, transcripts, letters of recommendation, and a personal statement outlining my motivations and aspirations. I am particularly drawn to [University Name] because of [specific reasons related to the program, faculty, or opportunities].

I appreciate your consideration of my application and look forward to the possibility of contributing to the vibrant community at [University Name].

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]