

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

Dear Admissions Committee,

I am writing to express my interest in applying for the Bachelor of Business Administration program at [University/College Name].

[Introductory Paragraph: Brief introduction about yourself and your educational background.]

[Body Paragraph 1: Elaborate on your interest in business and specific areas of focus within the BBA program.]

[Body Paragraph 2: Highlight relevant experiences, skills, or extracurricular activities that support your application.]

[Body Paragraph 3: Discuss your career goals and how the BBA program aligns with them.]

[Conclusion: Reiterate your enthusiasm for the program and your potential contribution to the university community.]

Thank you for considering my application. I look forward to the opportunity to be a part of [University/College Name].

Sincerely,
[Your Name]