

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request the issuance of my Bachelor of Business Administration (BBA) degree.

I completed my coursework on [Completion Date], fulfilling all the necessary requirements stipulated by the program. Furthermore, I have ensured that all academic and financial obligations are settled in accordance with the institution's guidelines.

I would greatly appreciate your assistance in processing my degree request at your earliest convenience. Should you require any additional information or documents to facilitate this process, please do not hesitate to reach out to me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]