

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

[Recipient's Name]
[Recipient's Title]
[University Name]
[University Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request confirmation of the completion of my Bachelor of Business Administration (BBA) degree.

I have successfully completed all the required coursework and met the graduation criteria outlined by the university. I would appreciate your assistance in providing the necessary documentation to confirm the completion of my degree so I can proceed with my future endeavors.

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

Sincerely,

[Your Name]

[Student ID (if applicable)]