

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

Dear [Recipient's Name],
I hope this letter finds you well. I am writing to formally submit my coursework for the Bachelor of Business Administration (BBA) program, titled "[Coursework Title]." This project has been an integral part of my learning experience, and I am eager to share my findings and insights with you.

The coursework focuses on [briefly describe the topic or focus of your coursework]. Throughout this project, I have applied various concepts and tools that we discussed in class, including [mention any relevant theories, frameworks, or methodologies used].

I have attached the completed coursework along with any necessary appendices and references for your review. I appreciate your feedback and guidance as I continue to grow in my academic journey.

Thank you for your time and consideration. I look forward to your thoughts on my work.

Warm regards,
[Your Name]
[Your Student ID (if applicable)]