

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

Admissions Committee

[University Name]  
[Department/School Name]  
[University Address]  
[City, State, Zip Code]

Dear Admissions Committee,

I am writing to express my strong interest in the Bachelor of Business Administration (BBA) program at [University Name]. As a dedicated and motivated individual, I am eager to deepen my understanding of business concepts and develop the skills necessary to succeed in today's dynamic business environment.

From an early age, I have been fascinated by how businesses operate and contribute to society. My interest led me to participate in various school clubs, including [mention relevant clubs or organizations], where I took on leadership roles and gained practical experience in teamwork and project management. These experiences solidified my desire to pursue a career in business.

I believe that [University Name] stands out as an exceptional institution due to its commitment to academic excellence and its emphasis on real-world applications. I am particularly drawn to the [specific program aspects, such as unique courses, internships, or faculty], which align with my career aspirations. I am excited about the opportunity to learn from esteemed professors and to collaborate with fellow students who share my passion.

In addition to my academic pursuits, I have also worked part-time at [Company/Organization Name], where I gained valuable insights into [specific skills or experiences related to business]. This experience taught me the importance of adaptability, critical thinking, and effective communication in a professional setting.

I am confident that the BBA program at [University Name] will provide me with the comprehensive education and hands-on experience needed to thrive in the business world. I am eager to contribute my enthusiasm and determination to the university community and take full advantage of the resources available.

Thank you for considering my application. I look forward to the possibility of joining [University Name] and embarking on this exciting journey of academic and personal growth.

Sincerely,  
[Your Name]