

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

Dear Members of the Admission Committee,
I am writing to express my interest in the Bachelor of Business Administration (BBA) program at [University Name]. With a strong passion for business and a commitment to academic excellence, I believe that your program offers the ideal environment for me to develop my skills and knowledge.

I graduated from [Your High School Name] with a focus on [Relevant Subjects or Achievements]. During my time there, I participated in [Extracurricular Activities, Leadership Roles, or Relevant Experiences] that helped shape my understanding of business principles and teamwork. I am particularly drawn to [Specific Features of the Program or University, such as faculty, curriculum, or values], and I believe these will enhance my learning experience. I am eager to engage in hands-on projects and collaborate with peers who share my enthusiasm for business. Thank you for considering my application. I look forward to the opportunity to contribute to and grow within the [University Name] community.

Sincerely,
[Your Name]