

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

[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an evaluation of my Bachelor of Business Administration (BBA) degree, which I earned from [Name of Institution] in [Year].

Throughout my studies, I have focused on [specific areas of focus, e.g., finance, marketing, management], and I believe my education has equipped me with valuable skills and knowledge pertinent to [specific field or industry].

I am eager to [explain your purpose, e.g., pursue further studies, obtain a specific job, seek certification], and a comprehensive evaluation of my degree will not only reaffirm my capabilities but also enhance my opportunities in the competitive job market.

I have attached all necessary documentation, including my transcripts and degree certificate, for your review. I kindly request that you consider my application favorably, as I am keen on demonstrating my qualifications.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]