

[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/College Address]
[City, State, Zip Code]

Dear [Recipient's Name],
I hope this letter finds you well. My name is [Your Name], and I am a current student pursuing a Bachelor of Business Administration (BBA) at [Your Current Institution]. I am writing to inquire about [specific information you are seeking, e.g., internship opportunities, course offerings, mentorship programs, etc.].
I am particularly interested in [specific area of interest related to BBA, e.g., marketing, finance, entrepreneurship, etc.], and I would appreciate any information you could provide regarding [details related to your inquiry]. Additionally, I would like to know about [any other relevant questions or information you require].

Thank you for your time and assistance. I look forward to your response.
Sincerely,
[Your Name]
[Your Student ID (if applicable)]