

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Thank you for your inquiry regarding the Bachelor of Business Administration (BBA) program at [Your Institution]. We appreciate your interest and are excited to provide you with the information you seek. [Briefly address the specific questions or topics raised in the inquiry. Include any relevant details about the program, such as curriculum, admission requirements, or unique opportunities.]

If you have any further questions or need additional information, please feel free to reach out. We look forward to the possibility of welcoming you to our BBA program and supporting your academic journey.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]