

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admission Office]
[University/College 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 program at [University/College Name]. I believe this program aligns perfectly with my career aspirations and my passion for the field of business.

I have always been fascinated by [specific area of interest in business, e.g., marketing, finance, entrepreneurship], and I am eager to deepen my knowledge and skills through the comprehensive curriculum offered at [University/College Name]. My academic background in [Your Major/Field of Study] has provided me with a solid foundation in [relevant subjects or skills].

In addition to my academic qualifications, I have been involved in [relevant extracurricular activities, internships, or work experience] that have further fueled my interest in business. These experiences have taught me [specific skills or lessons learned] and have prepared me to contribute positively to the university community.

I am particularly drawn to [any specific aspect of the program or university that appeals to you, such as faculty expertise, research opportunities, or campus culture]. I believe that being part of [University/College Name] will not only help me achieve my academic and career goals but also allow me to engage with like-minded individuals and contribute to group projects and discussions.

Thank you for considering my application. I look forward to the opportunity to join [University/College Name] and contribute to the vibrant academic community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]