

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

Dear [Recipient's Name],

I am writing to express my interest in applying for the Doctor of Business Administration (DBA) program at [Institution/Organization Name]. With a solid background in [Your Field/Industry], I am eager to deepen my knowledge and advance my skills through your esteemed program.

[Briefly introduce your professional background and relevant experience.]

My interest in pursuing a DBA stems from [explain your motivation for pursuing a DBA]. I am particularly drawn to [specific aspects of the program or faculty that appeal to you].

In my previous role at [Your Previous Company or Organization], I [describe key achievements or responsibilities relevant to your DBA aspirations]. This experience has equipped me with [skills or insights that relate to your DBA goals].

I am committed to contributing to the [Institution/Organization Name] community and engaging in [mention any specific research interests or projects you wish to pursue].

Thank you for considering my application. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]