

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

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 background in [Your Field/Industry] and [Number] years of experience in [Relevant Experience], I am eager to enhance my knowledge and skills through your esteemed program.

I hold a [Your Degree] in [Your Major] from [Your University] and have worked with [Notable Companies/Projects]. My research interests lie in [Your Research Interests], and I believe that the DBA program at [Institution/Organization Name] aligns perfectly with my academic and professional goals.

I am particularly drawn to [Specific Aspects of the Program or Faculty], which I believe will provide a robust environment for my growth.

I appreciate your consideration of my application and look forward to the opportunity to contribute to and learn from the DBA community.

Thank you for your time.

Sincerely,  
[Your Name]