

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my application for the [Doctor of Business Administration (DBA)] program at [University/Institution Name]. Having carefully reviewed the program details, I am excited about the opportunity to enhance my skills and knowledge in [specific field or area of interest].

I have attached the following documents for your consideration:

1. Completed Application Form
2. Academic Transcripts
3. Curriculum Vitae/Resume
4. Statement of Purpose
5. Letters of Recommendation

Please let me know if you require any additional information or documents. Thank you for considering my application. I look forward to the possibility of contributing to the [University/Institution Name] community.

Sincerely,
[Your Name]