

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Office]  
[University/College Name]  
[Department Name]  
[University/College Address]  
[City, State, Zip Code]

Dear [Admissions Committee/Specific Person's Name],  
Subject: Application for Doctor of Business Administration (DBA) Program  
I am writing to formally apply for the Doctor of Business Administration (DBA) program at [University/College Name]. With a keen interest in [specific area of interest related to business], I believe that the DBA program will enhance my expertise and enable me to contribute effectively to [industry/community].

**\*\*Educational Background\*\***

I hold a [Degree] in [Field of Study] from [University Name]. My academic journey has equipped me with [mention any relevant skills or knowledge], and I graduated with [mention any honors or distinctions].

**\*\*Professional Experience\*\***

Currently, I am [Your Job Title] at [Your Company/Organization], where I [briefly describe your responsibilities and achievements]. My work has provided me with valuable insights into [mention relevant experiences that relate to DBA].

**\*\*Research Interests\*\***

I am particularly interested in conducting research in [specific topics you wish to explore], as I believe these areas hold significant potential for advancing [mention relevant industry or field]. I am excited about the research opportunities available at [University/College Name] and would love to collaborate with faculty members such as [mention any faculty you wish to work with].

**\*\*Career Goals\*\***

Upon completion of the DBA program, my goal is to [describe your short-term and long-term career objectives]. I aim to leverage my enhanced skills to [mention how you plan to contribute to the community or industry].

Thank you for considering my application. I am looking forward to the opportunity to join [University/College Name] and contribute to the academic community. Please find my application form and supporting documents enclosed for your review.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]