

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

Dear Members of the Admissions Committee,

I am writing to express my strong interest in the [specific MBA program name] at [University Name]. With a background in [Your Field/Industry] and extensive experience in [Relevant Experience or Skills], I am eager to enhance my knowledge and skills in business management.

I believe that [University Name] offers a unique opportunity to learn from distinguished faculty and collaborate with diverse peers, which will significantly contribute to my professional growth. My career goals include [Briefly State Career Goals], and I am confident that this program will provide the foundation needed to achieve these aspirations. Thank you for considering my application. I look forward to the opportunity to contribute to and learn from the esteemed [University Name] community.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]