

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Admissions Committee]
[Business School Name]
[School Address]
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my enthusiasm for the [specific program name] at [Business School Name]. My background in [your field/industry], combined with my passion for [specific interest related to business], has motivated me to pursue this academic endeavor.

[Paragraph 1: Introduce yourself and summarize your academic/professional background. Mention relevant experiences and skills that are pertinent to business school.]

[Paragraph 2: Discuss why you are interested in the specific program and how it aligns with your career goals. Mention any unique aspects of the program that attract you.]

[Paragraph 3: Highlight your key achievements, leadership experiences, and any relevant extracurricular activities. Provide examples of how these experiences will contribute to your success in the program.]

[Paragraph 4: Reflect on what you hope to gain from the program and how you plan to contribute to the school community. Discuss your long-term career aspirations.]

In conclusion, I am excited about the opportunity to join [Business School Name] and confident that my experiences and ambition will allow me to make a meaningful contribution to the program. Thank you for considering my application. I look forward to the possibility of being a part of your esteemed institution.

Sincerely,
[Your Name]