

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

MBA Admissions Committee

[Name of University/Business School]

[School Address]

[City, State, Zip Code]

**SUBJECT: APPLICATION FOR ADMISSION TO THE MASTER OF BUSINESS
ADMINISTRATION PROGRAM**

Dear Members of the Admissions Committee,

Please accept this letter and the enclosed application materials as a formal expression of my interest in the Master of Business Administration program at [University Name] for the [Term/Year] intake. With a professional background in [Current Industry/Field] and a commitment to [Long-term Career Goal], I am eager to contribute to and learn from your distinguished academic community.

During my tenure at [Current or Most Recent Employer], I have developed a strong foundation in [Key Skill 1] and [Key Skill 2]. One of my significant achievements includes [Briefly describe a major professional accomplishment or leadership experience]. This experience highlighted the necessity of advanced management training to navigate complex global business challenges, which has led me to pursue an MBA.

I am particularly drawn to [University Name] because of its [mention a specific program feature, such as a specialized concentration, unique curriculum, or faculty research]. I am confident that the program's emphasis on [Specific Value/Methodology] aligns perfectly with my professional aspirations to [Future Career Objective].

Beyond my professional experience, I bring a diverse perspective rooted in [briefly mention a unique personal trait or extracurricular involvement]. I look forward to the opportunity to discuss how my background and dedication to excellence will allow me to be a valuable asset to the [Program Name] cohort.

Thank you for your time and for considering my application.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Full Name]
