

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

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised on [where you found the internship listing]. I am currently pursuing a Bachelor of Business Administration at [Your University], and I am eager to gain practical experience in [specific area of interest related to the internship].

Through my academic experiences and projects, I have developed strong [relevant skills or knowledge] which I believe will be valuable to your team. I am particularly drawn to [specific aspect of the company or internship], and I am excited about the opportunity to contribute to [Company's Name] while learning from your esteemed professionals.

I am particularly interested in this internship because [mention why you are interested in this specific company or field]. I am eager to apply my [specific skills or knowledge] in a real-world setting and gain insight into [industry or sector].

Enclosed is my resume, which provides additional details about my education and experience. I am looking forward to the possibility of discussing this opportunity with you. Thank you for considering my application.

Sincerely,
[Your Name]