

[Your Name]  
[Your Address]  
[City, State, Zip]  
[Your Email]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip]

Dear [Employer's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised on [where you found the job listing]. As a current BBA student at [Your University] specializing in [Your Specialization], I am eager to apply my skills and knowledge in a real-world setting and contribute to your team.

Throughout my academic career, I have gained a solid foundation in [mention relevant coursework or skills]. My experience working on [describe any relevant projects, volunteer work, or leadership roles] has honed my abilities in [specific skills related to the internship]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or industry].

I am excited about the opportunity to work with [mention specific team or project] and am confident that my proactive approach and keen interest in [specific areas related to the company or position] will be an asset to your team. I am looking forward to the possibility of contributing my skills to [Company's Name] while gaining valuable insights into [specific field or area of interest].

Thank you for considering my application. I hope to discuss how I can contribute to your organization during an interview. I look forward to hearing from you soon.

Sincerely,  
[Your Name]