

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your 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 opportunity at [Company's Name] as advertised [where you found the internship posting]. I am currently pursuing a Bachelor of Business Administration (BBA) degree at [Your University] and am eager to apply my knowledge and skills in a practical setting.

Throughout my academic career, I have developed a strong foundation in business principles, particularly in [mention relevant areas such as marketing, finance, or management]. I believe that an internship with [Company's Name] will provide me with invaluable experience and a chance to contribute to your team.

I am particularly drawn to [specific aspect of the company or its projects], and I am excited about the possibility of bringing my skills in [mention relevant skills] to [Company's Name]. I am confident that my passion for [industry or field] and my commitment to [specific goal or value related to the company] align well with your organization's mission.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your team and gain valuable experience during my internship at [Company's Name].

Sincerely,  
[Your Name]