

[Your College/University Letterhead]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., 3rd-year] student pursuing a Bachelor of Business Administration (BBA) at [Your College/University Name]. As part of my academic requirements, I am seeking an internship opportunity in [specific area, e.g., marketing, finance, etc.] for the [specific semester, e.g., Summer 2024].

I am particularly impressed by [Company's Name] and its commitment to [mention something specific about the company or its projects]. I believe that an internship with your team would provide me with invaluable hands-on experience that aligns with my career goals.

During my studies, I have acquired [mention relevant skills or coursework], which I am eager to apply in a practical environment. I am confident that my passion for [specific field] and my [describe any relevant experience or skills] would make me a valuable addition to your team.

I would be grateful for the opportunity to discuss potential internship openings within your organization. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email Address].

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]

[Your College/University Name]

[Your Major]

[Your Contact Information]