

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[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 Summer BBA Internship position at [Company's Name] as advertised [where you found the internship]. I am currently a [Your Year, e.g., sophomore] at [Your University] majoring in [Your Major].

With a strong background in [relevant skills or coursework], I am eager to contribute and gain valuable experience in [specific area related to the internship, e.g., marketing, finance]. I believe that my [mention a relevant skill or experience] will allow me to add value to your team. I am particularly drawn to [Company's Name] because of [reason related to the company or its projects]. I am excited about the opportunity to learn from a dynamic team and to contribute to meaningful projects.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]