

[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 an internship opportunity at [Company's Name] as a BBA student at [Your University]. I am eager to gain practical experience in [specific area, e.g., marketing, finance] and believe that my skills in [mention relevant skills] align well with your team's needs.

I am available to start [mention availability] and would appreciate the opportunity to discuss how I can contribute to your organization. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your University]