

[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 the [specific internship position] at [Company's Name] as advertised on [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 academic knowledge in a practical setting.

Through my coursework and projects, I have gained a solid foundation in [relevant skills or subjects, e.g., marketing, finance, management]. I am particularly drawn to [specific aspect of the company's work or culture] and believe that my skills in [specific skills] will allow me to contribute effectively to your team.

I am enthusiastic about the opportunity to learn from experienced professionals and support [Company's Name] in achieving its goals. I am confident that my proactive attitude and commitment to excellence will make me a valuable addition to your internship program.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please find my resume attached for your review.

Sincerely,

[Your Name]
[Attachment: Resume]