

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship position at [Company Name] as advertised on [where you found the internship]. I am currently pursuing a Bachelor's degree in Business Administration at [Your University] and am eager to apply my skills and knowledge in a practical environment.

During my academic career, I have developed a strong foundation in [mention relevant skills or areas of study, e.g., marketing, finance, management], which I believe will be valuable to your team. I have also participated in [mention any relevant projects, clubs, or activities] that have helped me gain practical experience and enhance my teamwork and problem-solving abilities.

I am particularly drawn to [Company Name] because of [mention specific reasons related to the company, such as its mission, values, or projects]. I am enthusiastic about the opportunity to contribute to your team and learn from the experienced professionals at [Company Name].

I am confident that my [mention any relevant skills or experiences] combined with my eagerness to learn will make a positive contribution to your organization. I have attached my resume for your review and would welcome the opportunity to discuss my application further.

Thank you for considering my application. I look forward to the possibility of interning at [Company Name] and contributing to your team's success.

Sincerely,
[Your Name]