

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

[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 currently pursuing a Bachelor of Business Administration at [Your University]. I am writing to express my enthusiasm for the internship opportunity at [Company's Name] that was advertised on [where you found the listing, e.g., your university's career portal, LinkedIn, etc.]. As a dedicated student with a keen interest in [specific area related to the company, e.g., marketing, finance, operations], I am eager to apply my academic knowledge and gain practical experience in a dynamic environment. Through my coursework and projects at [Your University], I have developed [specific skills or experience relevant to the internship], which I believe aligns well with the goals of your organization.

I am particularly drawn to [Company's Name] because of [specific reason related to the company's values, initiatives, or projects]. I admire [specific projects, initiatives, or values of the company], and I am excited about the opportunity to contribute to [mention any specific team or project within the company].

Enclosed is my resume, which provides further details about my educational background and relevant experience. I am eager to discuss how I can contribute to your team and learn from the talented professionals at [Company's Name]. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Warm regards,  
[Your Name]