

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

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the BBA internship position at [Company's Name] as advertised on [where you found the job posting]. I am currently a [Your Year, e.g., "junior"] at [Your University] pursuing a Bachelor of Business Administration with a focus on [Your Specialization, e.g., "Marketing"].

My academic background, coupled with my previous experience in [relevant experience or skills], has equipped me with a strong foundation in [related skills or knowledge]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or industry]. I am eager to contribute my skills in [specific skills] and gain practical experience in [relevant field]. I am enthusiastic about the opportunity to work with your team and learn from experienced professionals.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further.

Sincerely,
[Your Name]