

[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 BBA internship position at [Company Name] as advertised on [where you found the internship posting]. As a current student at [Your University], pursuing a Bachelor of Business Administration degree with a concentration in [Your Concentration], I am eager to apply my academic knowledge in a practical environment and contribute to [Company Name]'s objectives.

Throughout my academic career, I have developed a solid foundation in [relevant skills or subjects], which I believe aligns well with the goals of [Company Name]. Moreover, my experience in [mention any relevant experience, such as projects, part-time jobs, or volunteer work] has equipped me with [specific skills or attributes] that would benefit your team.

I am particularly impressed by [mention something specific about the company, such as a project, value, or recent achievement], and I am excited about the opportunity to contribute to such impactful work. I am confident that the combination of my skills and passion for [industry or field] will make me a valuable asset during my internship.

I would appreciate the opportunity to discuss how I can contribute to [Company Name] further. Thank you for considering my application. I look forward to the possibility of working together.

Warmest regards,

[Your Name]