

[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 in the Marketing department at [Company Name], as advertised on [Where You Found the Internship Listing]. As a current BBA student specializing in Marketing at [Your University], I am eager to apply my academic knowledge in a practical setting and contribute to your team.

I have developed a strong foundation in marketing principles through my coursework, including [List Relevant Courses]. Additionally, I have gained hands-on experience by working on [Relevant Projects or Volunteering Experience] where I [Describe Responsibilities or Skills Developed]. My proficiency in tools such as [List any relevant marketing tools or software] will allow me to contribute effectively to your team. I am particularly drawn to [Company Name] because of [Specific Reason related to the Company or its Marketing Strategies]. I admire [Mention any campaigns or values that resonate with you], and I am excited about the opportunity to assist your team in driving innovative marketing solutions.

I am enthusiastic about the possibility of bringing my background in marketing and my passion for [Specific Interest related to the company/industry] to [Company Name]. I look forward to the opportunity to discuss how my skills and ambitions align with the goals of your team.

Thank you for considering my application.

Sincerely,
[Your Name]