

[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 opportunity at [Company Name] as advertised [mention where you found the listing]. I am currently pursuing a Bachelor of Business Administration at [Your University] and believe that my background in [specific skills or areas of study related to the internship] would make me a valuable asset to your team.

During my studies, I have gained experience in [mention relevant coursework, projects, or experiences]. I am particularly drawn to this internship because [explain why you are interested in the company and role specifically]. I am eager to learn more about [specific aspect of the company or industry] and contribute to [mention any specific projects or goals of the company].

I am confident that my skills in [mention any specific skills or tools relevant to the internship] combined with my passion for [related field or interest] will allow me to make a positive impact during my time at [Company Name]. I am excited about the possibility of working with such a talented team and would appreciate the opportunity to discuss my application further.

Thank you for considering my application. I look forward to the possibility of contributing to [Company Name] and gaining valuable experience as an intern. Please find my resume attached for additional details regarding my background.

Sincerely,  
[Your Name]