

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

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

Dear [Recipient's Name],

I am writing to express my interest in the internship opportunity at [Company's Name] as advertised on [where you found the internship listing]. I am currently pursuing my Bachelor of Business Administration at [Your University] and am eager to gain practical experience in [specific area of interest].

During my academic career, I have developed strong skills in [mention relevant skills or coursework], which I believe will be beneficial to your team. I am particularly impressed by [mention something specific about the company or its projects], and I am enthusiastic about the opportunity to contribute to such initiatives.

I am available for the internship from [start date] to [end date] and would appreciate the opportunity to discuss how my background and skills align with the needs of your team. I have attached my resume for your review and would be happy to provide further information if required.

Thank you for considering my application. I look forward to the possibility of working together and contributing to [Company's Name].

Sincerely,

[Your Name]