

[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 hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., junior] pursuing a Bachelor of Business Administration at [Your University]. I am writing to express my interest in an internship opportunity at [Company Name] for the upcoming [specific time period, e.g., summer 2024].

With a strong academic background in [mention relevant subjects, e.g., marketing, finance, etc.] and hands-on experience in [mention any relevant experience, e.g., projects, volunteer work], I am eager to bring my skills to your esteemed company. I am particularly drawn to [Company Name] because of [specific reason related to the company, such as its innovative approach, commitment to sustainability, etc.].

I am confident that my strong analytical skills, coupled with my passion for [industry/field], will allow me to contribute effectively to your team. Moreover, I am excited about the opportunity to learn from industry leaders and gain invaluable insights into [specific area of interest related to the internship].

I would greatly appreciate the opportunity to discuss how my background, skills, and enthusiasm align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team and learning from your expertise.

Sincerely,

[Your Name]  
[Your University]