

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

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

Dear [Employer's Name],

I am writing to express my interest in the BBA internship position at [Company's Name] as advertised on [Where You Found the Internship Posting]. As a current BBA student at [Your University] with a focus on [Your Major/Concentration], I am eager to apply my academic knowledge and gain practical experience in a dynamic environment.

During my studies, I have developed a solid foundation in [mention relevant skills or subjects, e.g., marketing, finance, project management], which I believe aligns well with the goals of your team. My experience in [any relevant coursework, projects, or previous internships] has equipped me with [specific skills or knowledge], making me a strong candidate for this role.

I am particularly impressed by [specific project, value, or achievement of the company] and am excited about the opportunity to contribute to [Company's Name]. I am confident that my proactive approach and teamwork abilities will allow me to add value to your organization.

Thank you for considering my application. I look forward to the opportunity to discuss how my skills and experiences align with the goals of [Company's Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or [Your Email].

Sincerely,  
[Your Name]