

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

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

Dear [Recipient's Name],

I am writing to express my interest in the internship position at [Company's Name] as advertised [where you found the internship listing]. I am currently pursuing a Bachelor of Business Administration degree at [Your University] and believe that this opportunity will significantly contribute to my academic and professional growth.

During my studies, I have gained knowledge in [mention relevant subjects or skills], which I am eager to apply in a practical business environment. I am particularly impressed by [mention specific aspects of the company or projects] and am excited about the possibility of contributing to your team.

I am a quick learner and possess strong [mention relevant skills, e.g., analytical, communication, teamwork], which I believe are crucial for this internship. I am keen to bring my enthusiasm and dedication to [Company's Name] and work alongside your talented team.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute to your organization.

Sincerely,

[Your Name]
[Your University]
[Your Degree Program]