

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

[Recipient Name]
[Recipient Title]
[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 a [Your Year, e.g., second-year] BBA student at [Your University]. I am writing to [briefly state the purpose of your letter, e.g., express interest in an internship opportunity, request a meeting, etc.].

[In this paragraph, provide more details about your request, including why you are interested in the company or opportunity, what skills you bring, and any relevant experience.]

Thank you for considering my request. I look forward to the possibility of discussing this further.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]