

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[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 on [where you found the listing]. I am currently a BBA student at [Your University] and believe that this opportunity aligns perfectly with my academic background and career aspirations.

Throughout my studies, I have developed a strong foundation in [relevant skills or subjects, e.g., marketing, finance, management]. I have completed coursework in [specific courses related to the internship], which has equipped me with the critical thinking and analytical skills necessary for [specific tasks or projects related to the internship]. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I am eager to contribute my skills and enthusiasm to your team while gaining invaluable experience in the field of [specific area related to the internship].

I am confident that my strong work ethic, attention to detail, and commitment to excellence would make me a valuable asset to your organization. I am looking forward to the opportunity to further discuss how I can contribute to your team.

Thank you for considering my application. I hope to hear from you soon.

Sincerely,  
[Your Name]