

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

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

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Year/Level, e.g., second-year] Bachelor of Business Administration student at [Your University's Name]. I am writing to express my interest in [specific field or opportunity, e.g., internship opportunities, mentorship programs, etc.] with [Company/Organization Name].

Throughout my academic journey, I have developed a strong foundation in [mention relevant subjects or skills, e.g., marketing, finance, management], and I am eager to apply my knowledge in a practical setting. [Briefly mention any relevant experience, projects, or accomplishments that highlight your skills and interests relevant to the recipient's field].

I admire [Company/Organization Name] for [mention something specific about the company, e.g., its mission, values, recent projects], and I believe that my skills and enthusiasm would make me a valuable addition to your team. I am particularly drawn to [mention any specific programs or initiatives of the company that interest you].

I would appreciate the opportunity to discuss [mention what you would like to discuss, e.g., potential internship roles, learning opportunities] further. Thank you for considering my request. I look forward to the possibility of connecting with you.

Sincerely,

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