

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in [specific opportunity or topic related to BWL], and to share my background and aspirations in the field of Business Administration. With a degree in [Your Degree] from [Your University] and practical experience in [relevant experience], I am eager to contribute and grow in the [specific industry or area].

During my time at [Your University/Previous Job], I [describe a relevant project, experience, or skill]. This experience allowed me to [explain what you learned or how it relates to BWL].

I am particularly drawn to [specific aspect of BWL or the organization] and would like to explore opportunities to [contribute or collaborate]. I am confident that my skills in [mention relevant skills] would be an asset to your team.

Thank you for considering my application. I hope to discuss this further and explore potential avenues for collaboration.

Sincerely,
[Your Name]