

Request for Business Administration Internship Placement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally request an internship placement in the Business Administration department at [Company's Name]. I am currently a [Your Year, e.g., "junior"] at [Your University Name], pursuing a degree in Business Administration.

Through my academic coursework and relevant projects, I have developed a solid foundation in [mention relevant skills or experiences]. I am eager to apply my knowledge in a real-world setting and contribute to your team.

I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects]. I believe this internship would give me invaluable experience and further enhance my skills.

I would be grateful for the opportunity to discuss this matter further and provide any additional information you may require.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile or Website, if applicable]