

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Business Analyst Internship position at [Company's Name] as advertised on [where you found the internship listing]. I am currently a [Your Year, e.g., sophomore] at [Your College/University] pursuing a degree in [Your Major], and I am eager to apply my analytical skills and contribute to your team.

Through my coursework in [Relevant Courses], I have gained a solid foundation in data analysis, project management, and business strategy. I am particularly drawn to [Company's Name] because of [specific reason related to the company or its projects], and I am excited about the opportunity to learn from industry professionals and gain practical experience.

I have developed strong skills in [mention any relevant tools or software, e.g., Excel, SQL, Tableau], and I am confident in my ability to analyze data and provide actionable insights. Additionally, my experience in [any relevant project or job] has equipped me with the ability to work collaboratively in teams and effectively communicate findings to stakeholders.

I am enthusiastic about the possibility of contributing to [Company's Name] and would appreciate the opportunity to discuss how my background and skills can be a match for your team. Thank you for considering my application. I look forward to the possibility of discussing my candidacy further.

Sincerely,

[Your Name]