

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Business Analyst internship position at [Company Name], as advertised on [where you found the job posting]. With a strong background in business administration and analytical skills honed through my academic and project experiences, I am excited about the opportunity to contribute to your team.

Currently, I am pursuing a [Your Degree] at [Your University], where I have developed a solid understanding of financial principles, data analysis, and market research. My coursework in [relevant courses] has equipped me with the knowledge to analyze complex data sets and provide actionable insights.

During my previous internship at [Previous Company Name], I successfully [specific achievement or responsibility], which resulted in [specific outcome]. This experience allowed me to apply my analytical skills and learn more about the financial sector, further igniting my passion for this field.

I am particularly drawn to [Company Name] due to [reason related to the company's projects, values, or reputation]. I believe my proactive approach and eagerness to learn would make me a valuable asset to your team.

I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your firm. Thank you for considering my application. I look forward to the possibility of contributing to your team as a Business Analyst intern.

Sincerely,

[Your Name]