

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

Hiring Manager's Name
Company/Organization Name
Company Address
City, State, Zip Code

Dear Hiring Manager's Name,

I am writing to express my interest in the Summer Urban Planning Internship position at [Company/Organization Name] as advertised on [where you found the listing]. I am currently a [Your Year, e.g., junior] student pursuing a degree in Urban Planning at [Your University]. With my passion for sustainable development and hands-on experience in community engagement, I believe I would be a valuable addition to your team.

During my studies, I have completed coursework in land-use planning, zoning regulations, and transportation systems, which has provided me with a solid foundation in urban planning principles. Additionally, I have volunteered with [Relevant Organization/Project], where I assisted in [describe relevant experience or project]. This experience has honed my skills in [specific skills relevant to the internship, e.g., GIS mapping, public outreach].

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the company's values, projects, or initiatives]. I admire your commitment to [specific project or value], and I am eager to contribute my skills and enthusiasm to support your team's ongoing efforts.

Thank you for considering my application. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company/Organization Name]. I look forward to the possibility of contributing to your team this summer.

Sincerely,
Your Name