

Formal Request for Urban Planning Internship

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

Recipient Name
Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to express my interest in an internship opportunity within your esteemed urban planning department. As a [Your Year, e.g., sophomore] student majoring in Urban Planning at [Your University Name], I have developed a strong foundation in urban design, policy analysis, and sustainable development.

I am particularly drawn to [Company/Organization Name] because of [specific reason related to the organization, such as projects, values, or initiatives]. I believe that an internship with your organization would provide me with invaluable experience, enabling me to apply my academic knowledge in a practical setting while contributing to your ongoing projects.

I am eager to bring my skills in research, teamwork, and problem-solving to your team. Furthermore, I am passionate about finding innovative solutions to urban challenges and am committed to learning from seasoned professionals like those at [Company/Organization Name].

Attached to this letter is my resume for your review. I would be grateful for the opportunity to discuss my application in more detail. Thank you for considering my request. I look forward to your positive response.

Sincerely,

Your Name