

Urban Planning Internship Introduction Letter

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Recipient's Name

Recipient's Title

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to express my enthusiasm for the Urban Planning Internship position at [Company/Organization Name] as advertised on [Where You Found the Internship Posting]. Currently, I am a [Your Year, e.g., junior] studying [Your Major] at [Your University]. I am particularly drawn to this internship as it aligns with my academic background and career aspirations in urban development and sustainable planning.

Through my coursework and previous experiences, I have gained a solid foundation in [relevant skills or experiences, e.g., GIS software, project planning, etc.]. I am eager to contribute my skills to your team while gaining additional insights and hands-on experience in the field.

Thank you for considering my application. I hope to discuss my candidacy further and explore how I can contribute to the impactful work at [Company/Organization Name].

Sincerely,

[Your Name]