

# Internship Request Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in applying for the urban planning internship position at [Company/Organization Name]. As a [Your Major] student at [Your University], I am eager to gain practical experience in urban planning and contribute to the innovative projects your team undertakes.

Throughout my education, I have developed a strong foundation in urban studies, GIS, and sustainable development. I am particularly impressed by [specific project or value of the company], and I am enthusiastic about the opportunity to apply my skills in a real-world context under the guidance of experienced professionals.

I would appreciate the chance to further discuss how I can contribute to your team and learn from your expertise. Thank you for considering my application. I look forward to the possibility of working together.

Sincerely,  
[Your Name]