

# Application for Municipal Internship Opportunity

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

[Date]

[Recipient's Name]  
[Municipality Name]  
[Municipality Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the municipal internship opportunity as advertised on [where you found the listing] for the [specific department or program]. I am currently a [Your Year, e.g., sophomore] at [Your University/College] majoring in [Your Major]. This internship aligns perfectly with my academic focus and career aspirations.

Throughout my studies, I have developed a strong interest in [mention relevant skills or topics]. I believe that interning with [Municipality Name] will provide me with practical experience in the field while contributing positively to our community.

Sincerely,  
[Your Name]