

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Title]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the municipal internship position I submitted on [submission date]. I am very enthusiastic about the opportunity to contribute to [Municipality Name] and to gain valuable experience in [specific area of interest].

I wanted to kindly inquire about the status of my application and whether any decisions have been made regarding the selection process. I am very eager to join your team and contribute to the important work being done in our community.

Thank you for considering my application. I look forward to your response.

Sincerely,

[Your Name]