

Inquiry for Municipal Internship Opportunities

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Municipality's Name]

[Municipality's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about potential internship opportunities within [Municipality's Name]. I am currently a [Your Year, e.g., junior] at [Your University/College] majoring in [Your Major], and I have a strong interest in municipal governance and community service.

As I seek to gain practical experience, I would like to learn more about any internship programs you may offer, including application procedures, eligibility requirements, and possible roles within your department. I am especially interested in [specific interests related to the municipality's work, e.g., urban planning, public policy, community outreach].

Thank you for considering my inquiry. I look forward to the possibility of contributing to your team and gaining valuable experience in the field of municipal services. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]