

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Municipality/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my intent to participate in the Municipal Internship Program. As a [Your Current Academic Status or Program, e.g., "junior at XYZ University majoring in Public Administration"], I am eager to apply my academic knowledge in a practical setting.

This internship opportunity excites me because [Briefly explain why you are interested in this internship and what you hope to gain from it]. I am particularly drawn to [Mention any specific projects, values, or goals of the municipality that resonate with you].

I am confident that my skills in [Mention relevant skills or experiences] would allow me to contribute meaningfully to your team. I am looking forward to the possibility of gaining insights into municipal operations and contributing to the community.

Thank you for considering my application. I hope to discuss my participation in the program further. Please feel free to contact me at your convenience.

Sincerely,

[Your Name]