

# Motivation Letter for Internship Application

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

[Recipient Name]  
[Title]  
[Municipality Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my enthusiastic application for the internship position at [Municipality Name] as advertised on [Where You Found the Internship]. I am currently a [Your Year, e.g., junior] studying [Your Major] at [Your University], and I am eager to gain hands-on experience in municipal governance and community service.

Throughout my academic career, I have developed a solid foundation in [relevant skills or coursework]. My commitment to [related field or cause] has driven me to seek opportunities that allow me to contribute to my community positively. I am particularly drawn to the [specific project or initiative of the municipality] and believe that my skills in [mention relevant skills] would enable me to make a valuable contribution to your team.

I am particularly impressed by [mention something specific about the municipality or its projects], and I am excited about the opportunity to learn from your dedicated team. I am eager to bring my strong work ethic, creativity, and passion for public service to the internship role.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you. I am available at your convenience for an interview and can be reached by telephone at [Your Phone Number] or via email at [Your Email Address].

Sincerely,  
[Your Name]