

# Letter of Proposal for Municipal Internship Engagement

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Municipality Name]

[Municipality Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year] student at [Your University] studying [Your Major]. I am writing to propose an internship engagement with [Municipality Name] for the upcoming [Spring/Summer/Fall] term.

During my academic journey, I have developed a strong interest in municipal governance and public policy. I believe that an internship with your office would provide me with invaluable experience and insights into the inner workings of local government.

I am particularly drawn to [specific program or project within the municipality], and I am eager to contribute my skills in [mention relevant skills or areas of expertise]. I am confident that my proactive approach, coupled with my enthusiasm for community service, would make me a beneficial addition to your team.

I would greatly appreciate the opportunity to discuss this proposal further and explore potential internship roles that align with my background and interests. I am available for an interview at your earliest convenience.

Thank you for considering my proposal. I look forward to the possibility of working with [Municipality Name] and contributing to our community's growth and development.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]