

Request for Municipal Internship Consideration

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in applying for an internship at [Municipal Office Name] for the [specific term, e.g., Summer 2024] session. I am currently a [Your Academic Year, e.g., sophomore] student majoring in [Your Major] at [Your University]. I am eager to gain practical experience in municipal operations and contribute to community development.

My academic background and involvement in [mention any relevant activities or experiences] have equipped me with skills in [list relevant skills], which I believe would be beneficial to your team. I am particularly interested in [mention any specific department or project], and I am excited about the opportunity to assist and learn from experienced professionals in your office.

I have attached my resume for your consideration. I would be grateful for the opportunity to discuss my application further and to learn more about possible internship openings. Thank you for considering my request.

Sincerely,

[Your Name]