

Application for Municipal Internship Opportunity

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

[Recipient Name]
[Title/Position]
[Municipal Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the internship opportunity available at [Municipal Office Name] as advertised on [where you found the internship]. I am currently a [Your Current Educational Status, e.g., "junior at XYZ University majoring in Political Science"] and I am eager to gain practical experience in municipal governance and public service.

Throughout my academic career, I have developed a strong foundation in [relevant skills or subjects], which I believe will enable me to contribute effectively to your team. I am particularly drawn to this internship because of [specific aspect of the municipal office or projects that interest you].

I am eager to learn and grow in this role while assisting with [any relevant projects or tasks the internship entails]. I am confident that my background and enthusiasm for public service will make me a valuable asset to your office.

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further. I can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]