

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student studying [Your Major] at [Your University]. I am writing to inquire about potential internship opportunities within the municipal department.

I am particularly interested in gaining practical experience in [mention specific areas of interest], and I believe that an internship with your department would provide invaluable insights and hands-on experience in local government operations.

If there are current or upcoming internship positions available, I would greatly appreciate any information on the application process or any requirements that may be necessary. Additionally, if there is someone else I should contact regarding this inquiry, please let me know.

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]