Follow-Up on Internship Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my application for the [specific internship position] with [Municipal Office Name] submitted on [date of application]. I am very enthusiastic about the opportunity to contribute to your team and gain valuable experience in [specific area of interest].

Since submitting my application, I have continued to research [specific municipal programs or initiatives], which further fueled my interest in the position. I am eager to discuss how my skills and experiences align with the goals of your office.

Thank you for considering my application. I look forward to the opportunity to speak with you.

Sincerely,

[Your Name]