

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

[Recipient Name]
[Recipient Title]
[Municipality Name]
[Municipality Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the availability of internship opportunities within the [Municipality Name]'s internship program for the upcoming [specific term, e.g., summer 2024]. As a [Your Major/Field of Study] student at [Your University/College], I am eager to gain hands-on experience in local governance and community service.

I am particularly interested in [specific areas of interest, e.g., urban planning, public administration, community outreach] and would greatly appreciate any information regarding available positions, the application process, and key deadlines.

Thank you for considering my request. I look forward to your reply.

Sincerely,
[Your Name]