

Eligibility Inquiry for Municipal Internship Program

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

[Recipient's Name]
[Recipient's Title]
[Municipal Department Name]
[Municipality Name]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the eligibility criteria for the Municipal Internship Program. As a [Your Current Status, e.g., college student, recent graduate] majoring in [Your Major] at [Your Institution], I am very interested in applying for the upcoming internship program and would like to clarify certain eligibility requirements.

Specifically, I would like to know if there are age restrictions, required qualifications, or any necessary documentation that must be submitted with the application. Additionally, I would appreciate any information regarding deadlines or application procedures.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]