

Letter of Interest for Municipal Internship Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Title]

[Municipality Name]

[Municipality Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Municipal Internship Program offered by [Municipality Name]. As a [Your Major/Field of Study] student at [Your University/College], I am eager to gain hands-on experience in public service and contribute to the community.

I believe that my [mention relevant coursework, skills, or experience] will allow me to effectively assist your team. I am particularly drawn to [mention specific department or initiative] and am excited about the possibility of being involved in [mention any specific projects or responsibilities].

Enclosed is my resume, which provides more details about my academic qualifications and relevant experiences. I am enthusiastic about the opportunity to learn and contribute to [Municipality Name] through this internship program.

Thank you for considering my application. I look forward to the possibility of discussing my interest further.

Sincerely,

[Your Name]