

# Inquiry about Participation in the Municipal Internship Program

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student pursuing a degree in [Your Major] at [Your University]. I am writing to inquire about the possibility of participating in the Municipal Internship Program for the upcoming [specify term, e.g., summer, fall] semester.

I am eager to gain hands-on experience in local government and public service, and I believe that this internship would provide invaluable insights into [mention specific areas of interest related to the municipality].

Could you please provide me with information regarding the application process, eligibility requirements, and any upcoming deadlines? I am particularly interested in learning more about the types of projects interns work on and the skills that are emphasized during the program.

Thank you for considering my inquiry. I look forward to your response.

Sincerely,

[Your Name]