

Municipal Internship Role Exploration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Municipality Department]

[Municipality Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently a [Your Year, e.g., sophomore] student at [Your University/College], majoring in [Your Major]. I am writing to express my interest in exploring internship opportunities within the [Municipality Department] for the upcoming [summer/fall/spring] session.

I am eager to learn more about the role of [specific role or area of interest, e.g., urban planning, community services] within the municipality and how I could contribute to the ongoing projects and initiatives. I believe that this experience would be invaluable in developing my skills and understanding of municipal operations.

Could we arrange a time to discuss potential internship opportunities and the application process? I am flexible with my availability and can accommodate your schedule.

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

Sincerely,

[Your Name]