

Request for Municipal Internship Details

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Municipal Office Name]

[Office Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request information regarding internship opportunities within the [Municipal Office/Department Name]. As a [Your Year, e.g., "junior"] student majoring in [Your Major] at [Your Institution], I am eager to gain practical experience in municipal operations.

Please provide details about available internship positions, application procedures, and any relevant deadlines. I am particularly interested in learning more about [specific topics or departments you are interested in].

Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]