

# Subject: Appeal for Internship Duration Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my internship at [Company Name], which is currently set to conclude on [Current End Date]. As you know, I have thoroughly enjoyed my time at the company and have gained invaluable experience.

Due to [specific reasons for requesting an extension, e.g., ongoing projects, desire for deeper learning], I feel that an extension of my internship would not only benefit my professional growth but also contribute further to the team and ongoing projects.

I am committed to completing any outstanding tasks and continuing my contributions with the utmost dedication. If possible, I would greatly appreciate an extension of [specified duration, e.g., one month, two months].

Thank you for considering my request. I am happy to discuss this in more detail at your convenience.

Sincerely,

[Your Name]