

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 confirmation for my participation in an extended internship at [Company Name] from [Proposed Start Date] to [Proposed End Date]. During my initial internship period, I have gained valuable experience and insights that I believe can enhance my contributions to the team.

I am eager to take on more responsibilities and contribute to ongoing projects while further developing my skills under your guidance. I would greatly appreciate your confirmation of my extended internship and any necessary details regarding the next steps.

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

Sincerely,

[Your Name]