

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Title  
Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request an extension of my internship at [Company Name], which is currently set to conclude on [End Date]. I have greatly enjoyed my time working with the [specific department or team], and I believe that an extended internship would enable me to further contribute to the team while enhancing my skills and experience.

During my time at [Company Name], I have had the opportunity to work on [mention any specific project or tasks], which has given me valuable insights into [related field or industry]. I am eager to continue my work and take on additional responsibilities to assist the team as much as possible.

I would be grateful if you could consider my request for extension until [Proposed New End Date]. I am confident that this will be mutually beneficial, and I am looking forward to discussing this matter further.

Thank you for considering my application. I appreciate your support and guidance throughout my internship.

Sincerely,  
Your Name