

Formal Notice of Internship Extension Consideration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your consideration for an extension of my internship at [Company's Name]. My current internship is set to conclude on [End Date], and I wish to extend my time with the team to further enhance my skills and contribute to ongoing projects.

During my time here, I have greatly valued the experience and the opportunity to work with such a talented group of individuals. I believe that an extension would not only benefit my professional growth but also allow me to contribute more to the company.

I am hopeful for an opportunity to discuss this matter further. Thank you for considering my request.

Sincerely,

[Your Name]