

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's 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's Name], currently set to conclude on [Original End Date]. I have greatly enjoyed my time here and have learned immensely from the team and projects I have been involved in.

During my internship, I have been able to contribute positively to [specific projects or tasks], and I believe that an extension would allow me to further enhance my skills and provide additional value to the team. I am particularly interested in [specific area/project], and would love the opportunity to contribute to its success and learn more about it.

Therefore, I kindly request an extension of my internship for an additional [number of weeks/months], until [Proposed New End Date]. I believe this additional time will enable me to complete my ongoing projects and make a more significant contribution to the team.

Thank you for considering my request. I am looking forward to your positive response and remain committed to giving my best during the additional period.

Sincerely,

[Your Name]