

Internship Extension Request

Date: [Insert Date]

To,

[Supervisor's Name]

[Company Name]

[Company Address]

Dear [Supervisor'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 [Original End Date]. I have greatly enjoyed my experience here and believe that an extension would provide me with additional opportunities to contribute to the team as well as further my professional development.

During my time at [Company Name], I have gained valuable skills and knowledge, particularly in [specific skills or projects]. I am eager to continue working on [specific projects or areas], and I believe that with more time, I could add even more value to our team.

I would appreciate the opportunity to discuss the possibility of extending my internship. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position, e.g., Intern]