

Request for Internship Program Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company 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 program at [Company/Organization Name], which is currently scheduled to conclude on [Original End Date].

During my time at [Company/Organization Name], I have gained invaluable experience and skills that have significantly contributed to my professional growth. I am eager to continue learning and contributing to [specific projects or tasks you have been involved in].

Therefore, I kindly request an extension of my internship until [Proposed New End Date]. I believe that an extension would not only benefit my development but also provide continued support to your team.

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

Sincerely,

[Your Name]

[Your Position, if applicable]