

Request for Trial Period Extension

Date: [Insert Date]

[Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my trial period, which is currently set to end on [Original End Date]. Due to [Brief Explanation of Reasons], I believe that an additional [Duration of Extension] would allow me to demonstrate my abilities and fully integrate into the team.

I appreciate the opportunity to work with [Company Name] and am eager to contribute positively to the team's success. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]