

Letter of Submission for Additional Trial Service Time

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[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 trial service period, which is currently set to conclude on [original end date]. I have thoroughly enjoyed my time working with [Company/Organization Name] and believe that an additional [number of weeks/months] of trial service would allow me to further demonstrate my capabilities and enhance my contribution to the team.

During my trial period, I have gained valuable insights into my role and have actively participated in [mention specific projects or responsibilities]. I am eager to continue developing my skills and contributing positively to the organization.

I appreciate your consideration of my request for an extension. I look forward to your positive response and am hopeful to discuss this matter further.

Thank you for your time and support.

Sincerely,

[Your Name]