

Apprenticeship Training Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of my apprenticeship training, which is currently scheduled to conclude on [original end date]. Due to [brief explanation of reason, e.g., unforeseen circumstances, additional time needed for skill development], I believe that an extension would greatly benefit my educational experience and professional development.

During my time as an apprentice, I have gained valuable skills and knowledge, and I am eager to continue learning under your guidance. I respectfully request an extension of [number of months/weeks] to ensure that I can fully acquire the competencies required for my role.

I appreciate your consideration of my request and would be grateful for the opportunity to discuss this matter further. Thank you for your support and understanding.

Sincerely,

[Your Name]

[Your Apprenticeship Position]