

Application for Extended Volunteer Internship

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my volunteer internship at [Organization's Name]. My current internship is set to conclude on [end date], and I am eager to continue my contributions to your esteemed organization.

During my time here, I have gained invaluable experience in [specific skills or projects], and I feel that extending my internship would not only benefit my personal growth but also further support the goals of [Organization's Name]. I am particularly interested in continuing to work on [specific project or area], as I believe it has a significant impact on our community.

I am available to discuss this request at your convenience and am open to any adjustments in my schedule to accommodate the needs of the organization.

Thank you for considering my application for an extended volunteer internship. I look forward to hearing from you soon.

Sincerely,

[Your Name]