

# Confirmation of Extended Volunteer Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Intern's Name]

[Intern's Address]

[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to confirm your extended volunteer internship at [Organization's Name]. Your new internship duration will be from [Start Date] to [End Date].

During this period, you will continue working on [brief description of projects or responsibilities]. We are excited about your contributions and look forward to seeing your growth in this role.

If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]