

# Subject: Request for Extension of Volunteer Internship

Dear [Internship Coordinator's Name],

I hope this message finds you well. I am writing to formally request an extension of my volunteer internship at [Organization Name]. My current internship is scheduled to conclude on [Current End Date], but I believe that an extension would greatly benefit both my professional development and the goals of the team.

During my time at [Organization Name], I have had the opportunity to contribute to [specific projects or tasks], which has enriched my skills in [relevant skills]. I am eager to continue my work and take on additional responsibilities to further support the team and enhance my learning experience.

I kindly ask for an extension of [number of weeks/months] until [proposed new end date] to allow me to complete ongoing projects and contribute to new initiatives.

Thank you for considering my request. I appreciate your support and understanding, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]