

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Organization's 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 volunteer internship with [Organization's Name]. I have greatly enjoyed working with the team and contributing to [specific projects or tasks] during my time here.

As my internship is set to conclude on [original end date], I would like to propose an extension until [desired end date]. I believe that continuing my internship will not only allow me to enhance my skills but also provide further valuable contributions to the organization.

I am grateful for the opportunity I have been given and am eager to continue learning and supporting the team. Thank you for considering my request, and I look forward to discussing this possibility further.

Warm regards,

[Your Name]