

Inquiry About Volunteer Internship Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[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 inquire about the possibility of extending my volunteer internship at [Organization's Name]. As my current internship period is nearing its conclusion on [End Date], I would like to express my desire to continue contributing to the team and further enhance my skills.

During my time here, I have gained invaluable experience and have thoroughly enjoyed working on [specific projects or responsibilities]. I believe that an extension would provide me with the opportunity to deepen my knowledge and continue making a positive impact.

If possible, I would appreciate the chance to discuss this with you further. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]