

# Proposal for Extending Volunteer Internship Period

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 formally propose an extension of my volunteer internship period with [Organization's Name]. My current internship is set to conclude on [Current End Date], and I am eager to continue contributing to the team.

During my time with [Organization's Name], I have gained invaluable experience and have passionately engaged in [mention specific projects or tasks]. I believe that extending my internship would allow me to further develop my skills in [specific skills relevant to the organization] and contribute even more effectively to our ongoing projects.

I propose to extend my internship by [proposed extension duration], if possible. I am flexible with my schedule and willing to accommodate the team's needs. I believe my continued involvement will benefit both myself and [Organization's Name].

Thank you for considering my proposal. I look forward to your response and hope to continue my journey with [Organization's Name].

Warm regards,

[Your Name]

[Your Position/Title, if applicable]