

Request for Volunteer Internship Extension

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number

Date

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 request an extension of my volunteer internship at [Organization's Name], which is set to conclude on [Current End Date]. I have greatly enjoyed my time here and believe that an extension would allow me to continue contributing to [specific project or team].

During my time at [Organization's Name], I have gained valuable experience and have developed a strong commitment to the work being done here. I believe that an extension of [proposed duration] would not only enhance my learning but also provide continued support to the organization's goals.

Thank you for considering my request. I look forward to discussing this opportunity further.

Sincerely,
Your Name