

Request for Volunteer Internship Duration Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient 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], and I would be grateful for the opportunity to continue contributing to the team.

During my time here, I have gained invaluable experience and have thoroughly enjoyed working on [specific projects or tasks]. I believe that an extension will allow me to further develop my skills and deepen my understanding of [specific area or field].

I am kindly requesting to extend my internship until [Proposed New End Date]. I am committed to maintaining my contributions and supporting the team in any way I can during this period.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]