

# Volunteer Internship Timeline Extension Request

Date: [Insert Date]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension to my volunteer internship timeline at [Organization Name]. As my current internship period is set to conclude on [Current End Date], I would like to propose an extension until [Proposed New End Date].

During my time here, I have greatly enjoyed working on [Briefly Mention Project/Experience], and I believe that extending my internship would allow me to contribute even further to the team's goals. Additionally, I am eager to continue learning and developing my skills in [Mention Related Skills/Field].

I appreciate the opportunity I have had so far and would be grateful for your consideration of my request. I am open to discussing this further and adjusting my responsibilities accordingly to accommodate the extension.

Thank you very much for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Contact Information]