

Subject: Request for Internship Placement Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Internship Coordinator's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I hope this message finds you well. I am writing to formally request an extension of my internship placement, which is currently scheduled to conclude on [Current End Date]. I have greatly enjoyed my experience at [Company/Organization Name] and have learned a significant amount from my time here.

Due to [briefly explain your reason, e.g., "ongoing projects that I wish to contribute to" or "the desire to further develop my skills in this field"], I kindly ask for an extension of my internship for [proposed extension duration, e.g., "an additional month" or "until [New End Date]"]. I believe that this extended period will allow me to add more value to the team and enhance my learning experience.

Thank you for considering my request. I appreciate your support and guidance throughout this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]