

# Letter of Appeal for Internship Extension

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company'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 internship at [Company's Name], which is currently set to conclude on [Current End Date]. Over the past [Duration of Internship], I have greatly enjoyed my time and believe I have made significant contributions to the team.

Due to [reason for extension request, e.g., ongoing projects, learning opportunities], I would be incredibly grateful if my internship could be extended until [Proposed New End Date]. This extension would not only allow me to further develop my skills but also enhance my contributions to the team.

Thank you for considering my request. I truly appreciate the opportunity to work at [Company's Name] and look forward to the possibility of continuing my internship. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]