

Application for Extension of Internship Period

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[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 period at [Company's Name]. My current internship is scheduled to conclude on [Current End Date], and I would like to extend it until [Proposed End Date].

During my time here, I have gained invaluable experience and feel that extending my internship will allow me to contribute even more to the team while continuing to learn and grow in my role.

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

Sincerely,

[Your Name]