

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company Name]
[Company 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 internship at [Company Name] which is currently set to conclude on [Original End Date]. Due to [reason for requesting extension, e.g., ongoing projects or personal development], I would greatly appreciate the opportunity to extend my internship until [Proposed New End Date].

The experience I have gained during my time at [Company Name] has been invaluable, and I am eager to continue contributing to the team while further enhancing my skills. I believe that an extension would allow me to [specific benefits of the extension, e.g., complete ongoing projects or gain more experience in specific areas].

I am open to discussing this request further and am more than willing to accommodate any conditions that may be involved in extending my internship period.

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

Sincerely,
[Your Name]