Internship Extension Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 end on [Current End Date]. I have greatly enjoyed my time here and have learned invaluable skills that I believe would be beneficial to further develop through an extended internship.

During my internship, I have had the opportunity to [briefly mention key responsibilities or projects]. I am eager to continue contributing to [specific project or team] and further deepen my understanding of [related skills or industry].

Therefore, I kindly ask for an extension of my internship for an additional [duration of extension]. I am confident that this additional time will allow me to make even greater contributions to the team and gain further experience.

Thank you for considering my request. I look forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]