

[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 inquire about the possibility of extending my internship with [Company's Name] beyond the current end date of [current end date]. I have greatly enjoyed my time here and have learned a tremendous amount.

Working as a [Your Position] under your guidance has been a fantastic experience. I am eager to contribute further to ongoing projects and continue developing my skills with your team.

Please let me know if there is an opportunity to discuss this matter further. I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]