

Internship Duration Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 duration at [Company Name]. My current internship is set to conclude on [End Date], and I would like to extend it until [Requested New End Date].

Throughout my time at [Company Name], I have gained valuable experience and skills that I believe contribute positively to my personal and professional growth. I am eager to continue learning and contributing to the team.

I appreciate your consideration of my request, and I hope to continue my internship with [Company Name]. Thank you for your time, and I look forward to your favorable response.

Sincerely,

[Your Name]