

Internship Extension Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer'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 set to conclude on [End Date]. I have greatly valued my time in the [Department/Team Name] and believe that an extension would further enhance my learning and contribution to the team.

During my internship, I have had the opportunity to [briefly mention key tasks, projects, or skills acquired], and I am eager to continue building on this experience. I am particularly interested in [mention any specific projects or goals], and I believe an extension would allow me to fully contribute to these initiatives.

I am requesting an extension of [number of weeks/months] and am flexible regarding any necessary adjustments to my schedule. I am confident that this additional time will not only benefit my personal growth but also contribute positively to the team's objectives.

Thank you for considering my request. I appreciate the support I have received thus far and look forward to the possibility of continuing my journey at [Company's Name]. I would be happy to discuss this further at your convenience.

Sincerely,

[Your Name]