

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor'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 a tremendous amount about [specific skills or experiences related to the internship].

Given the ongoing projects and my desire to contribute further to the team, I would greatly appreciate the opportunity to extend my internship for an additional [duration you are requesting, e.g., month, semester]. I believe that with more time, I can enhance my contributions and deepen my understanding of [specific areas].

Thank you for considering my request. I look forward to discussing this possibility further.

Sincerely,

[Your Name]