

[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 formally request an extension of my accounting internship at [Company's Name]. My current internship period is set to conclude on [end date], and I would greatly appreciate the opportunity to continue contributing to the team.

During my time here, I have gained invaluable experience and insight into the field of accounting, and I believe that extending my internship would further enhance my skills and benefit the team. I am particularly interested in [specific projects or areas of work], and I feel that my continued involvement would allow me to make a more significant impact.

Thank you for considering my request. I am more than willing to discuss this matter further at your convenience. I look forward to your positive response.

Sincerely,

[Your Name]