

# Additional Internship Period Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 propose an extension of my internship period at [Company's Name], where I am currently engaged as an intern in the [Department/Field] team.

Over the past [duration of internship], I have gained invaluable experience and have greatly enjoyed working on projects such as [mention specific projects or tasks]. I believe that an extension of my internship would allow me to contribute further to the team and continue developing my skills in [specific skills or areas].

I would like to propose an additional [duration of proposed extension] to my internship, starting from [proposed start date] to [proposed end date]. I am confident that I can offer even more value to the team during this time.

Thank you for considering my proposal. I look forward to discussing this opportunity with you soon.

Sincerely,

[Your Name]