

# Internship Extension Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 formally request an extension of my internship position with [Company's Name]. My current internship is set to conclude on [Current End Date], and I would be grateful for the opportunity to extend my time with the team.

During my time here, I have gained invaluable experience and skills that I believe would benefit both my personal growth and the contributions I can make to the team. I am particularly interested in continuing to work on [specific project or task] and further collaborating with my colleagues.

If possible, I would appreciate an extension until [Proposed New End Date]. I am eager to continue supporting the team and contributing to our goals.

Thank you for considering my request. I look forward to your positive response.

Warm regards,

[Your Name]