

Internship Extension Details Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of extending my internship with [Company/Organization Name]. My current internship period is scheduled to conclude on [Current End Date], and I have greatly enjoyed my time here and the valuable experience I have gained.

I would appreciate any details regarding the process for requesting an extension, as well as any potential opportunities that may be available for me to continue contributing to the team.

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

Sincerely,

[Your Name]

[Your Contact Information]