

Internship Tenure Prolongation Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the offer for the prolongation of my internship tenure at [Company Name]. I am grateful for the opportunity to extend my experience and contribute further to the team.

I believe that the additional time will allow me to enhance my skills and provide even greater value to the projects I am currently involved in. I am looking forward to continuing my work and learning from the team.

Thank you once again for this opportunity. Please let me know if there are any necessary steps or documentation I should complete to formalize this extension.

Best regards,

[Your Name]