

Request for Academic Term Extension

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Title/Position]
[University/Institution Name]
[Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension of my current academic term in order to pursue valuable internship opportunities relevant to my field of study. I believe that this experience will greatly enhance my practical knowledge and skills.

Due to [insert reason for needing the extension, e.g., internship timing, nature of internship], I kindly request an extension until [insert desired date]. This will allow me to fully engage in the internship while ensuring that I can complete my academic requirements effectively.

Your consideration of this request would greatly assist in my academic and professional development. I am eager to contribute to [internship company/organization name] and apply what I have learned in my coursework.

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

Sincerely,
[Your Name]
[Your Student ID]