

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension of my participation in the rotational program currently offered at [Company/Organization Name]. My initial term is set to conclude on [End Date], and I am eager to continue my involvement.

During my time in the program, I have gained invaluable experience and skills that have greatly contributed to my professional growth. I believe that extending my time in this program will allow me to further enhance my contributions to the team and provide additional value to the organization.

I am particularly interested in [mention any specific area of interest or project], and I am excited about the opportunities to deepen my understanding and expertise in this area if granted an extension.

Thank you for considering my request. I am looking forward to your positive response. Please let me know if there are any forms or additional information required to facilitate this process.

Sincerely,

[Your Name]