

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an adjustment to the duration of my internship at [Company Name]. My current internship is scheduled to end on [Current End Date], but I would like to propose an extension until [Proposed New End Date].

The reason for this request is [briefly explain reason, e.g., to gain more experience, complete a project, etc.]. I believe that extending my internship will not only benefit my professional development but also contribute positively to the team's goals.

I appreciate your consideration of my request and am looking forward to your response. Thank you for your time and support.

Sincerely,
[Your Name]