

Internship Extension Proposal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an extension of my internship at [Company Name]. My current internship is scheduled to conclude on [Current End Date], and I would like to extend it until [Proposed New End Date].

During my time at [Company Name], I have greatly enjoyed the learning experience and have contributed to [briefly mention projects or tasks]. I believe that an extension would enhance my skills further and allow me to add more value to the team.

Thank you for considering my request. I am eager to discuss this further at your convenience.

Sincerely,

[Your Name]