

# Proposal for Extended Internship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally propose an extension of my internship at [Company's Name]. My current internship is set to conclude on [End Date], and I would greatly appreciate the opportunity to continue contributing to the team.

During my time at [Company's Name], I have gained valuable experience and knowledge in [specific skills or areas]. I believe that extending my internship will allow me to further develop these skills and make even more significant contributions to your organization.

I am eager to take on additional responsibilities and assist with ongoing projects, particularly [mention any specific project or task]. I am confident that my continued involvement will be mutually beneficial.

Thank you for considering my proposal. I would be happy to discuss this in more detail at your earliest convenience.

Best regards,

[Your Name]