

Request for Internship Duration Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of my internship duration at [Company's Name], which is currently set to conclude on [Original End Date]. I have greatly enjoyed my time here and believe that an extension would provide me with the opportunity to further develop my skills and contribute to ongoing projects.

My experience thus far has been invaluable, and I am eager to continue learning from the team. I am particularly interested in [mention any specific projects or skills you wish to work on] during the extended period. I am confident that this additional time will allow me to make more meaningful contributions.

If possible, I would like to extend my internship for an additional [proposed duration, e.g., month, two months], which I believe will be mutually beneficial. I am open to discussing this request at your earliest convenience.

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

Sincerely,

[Your Name]