

Internship Extension Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Internship Coordinator's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Internship Coordinator's Name],

I am writing to formally acknowledge the extension of my internship at [Company's Name], which has been granted until [New End Date]. I am grateful for this opportunity and appreciate the continued support and guidance from you and the team.

Thank you once again for allowing me to further develop my skills and contribute to the ongoing projects. I look forward to the challenges and learning experiences that lie ahead.

Sincerely,

[Your Name]