

Internship Extension Acceptance Notification

Date: [Insert Date]

To,
[Intern's Name]
[Intern's Address]
[City, State, Zip Code]

Dear [Intern's Name],

We are pleased to inform you that your request for an extension of your internship at [Company Name] has been approved. Your new internship period will be from [Start Date] to [End Date].

We appreciate your contributions to our team so far and look forward to your continued involvement in [specific projects or tasks].

Please feel free to reach out if you have any questions.

Best Regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]