

Internship Extension Request Letter

Subject: Request to Extend Internship Duration

Dear [Supervisor Name],

I am currently interning in the [Department Name] at [Company Name], and I am requesting an extension of my internship beyond the initial end date of [Original End Date]. The experience has been invaluable, and I am eager to further contribute to ongoing projects.

Please let me know if an extension is possible and any procedures required to formalize this request.

Sincerely,

[Your Name]

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