

Internship Extension Request Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Supervisor's Name]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this letter finds you well. I am writing to formally request an extension of my internship with [Company/Organization Name]. I have greatly enjoyed my time here and believe that additional experience would provide me with a deeper understanding of [Industry/Focus].

[Paragraph explaining why you want the extension, your continued contributions, and the benefits for both parties.]

I am committed to continuing to contribute positively to the team and taking on additional responsibilities as needed. I am confident that the extended time would be mutually beneficial and provide me with an opportunity to further develop my skills and contribute to [Company/Organization Name]'s objectives.

Thank you for considering my request. I am eager to continue my growth and contribute to the success of the organization.

Sincerely,

[Your Name]