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Avoid negativity or criticism of your supervisor or organization. Instead, express your desire to continue contributing to the company while maintaining a positive attitude and showing gratitude for the opportunity to extend.Provide Specific Reasons: Your request letter should clearly state the reasons why you're seeking an extension. This may include a desire to work on a specific project, to gain more knowledge or experience, or to complete a project you've been working on. Be clear and concise while sharing your specific goals so your employer understands the benefits of an extension.Show Your Value: Highlight your contributions during your internship and how they have benefited the organization. Explain your continued potential for the company's future success and how an extension can help you achieve both personal and company goals. Make it evident that granting your request could be mutually beneficial.Be Timely: Submit your request letter well before the internship end date. This shows that you're proactive and planning ahead, and gives the company time to review and assess your request before making a decision. It also demonstrates your commitment to the organization.Be Gracious: Whether or not your request is granted, be grateful and appreciative of the experience you've had and the skills you've acquired. Leave a positive impression that may lead to future opportunities or referrals.In conclusion, an internship extension request letter is an opportunity to showcase your professionalism, achievements, and dedication to the organization. By following these simple tips, you can create a powerful and persuasive request letter that increases your chances of getting the extension you're seeking. Keep in mind that communication is key and be sure to seek feedback from others to polish your letter before sending.FAQs about Internship Extension Request LetterWhat is an Internship Extension Request Letter?An Internship Extension Request Letter is a formal communication that is written by an intern to the employer/company to request an extension of the duration of their internship. The letter should explain the reason for the extension and the desired length of the extension.When should I write an Internship Extension Request Letter?You should write an Internship Extension Request Letter if you want to extend your internship beyond the agreed period. You should write the letter at least two weeks before the end of your internship.What should be included in an Internship Extension Request Letter?An Internship Extension Request Letter should include the following information: - Your name and contact information - Employer's/company's name and address - Date - Subject line - Reason for the extension - The duration of the requested extension - Appreciation for the internship opportunity - Request for approval and confirmation from the employer [giivenli film indirme sitesi](#)