

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

U.S. Embassy
[Embassy Address]
[City, Country]

Subject: Request for Visa Extension

Dear Consular Officer,

I hope this letter finds you well. My name is [Your Name], and I am currently in the United States on a [Type of Visa] that is set to expire on [Expiration Date]. I am writing to formally request an extension of my visa for an additional [Number of Months/Years] due to [Reason for Extension].

I have attached the necessary documentation to support my request, including [list any relevant documents, such as proof of financial support, medical records, etc.].

Thank you for considering my application for a visa extension. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]