

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

Department of Home Affairs  
[Address of the relevant office]  
[City, State, Zip Code]  
Subject: Request for Visitor Visa Extension

Dear Sir/Madam,

I am writing to request an extension of my current visitor visa (visa number: [Your Visa Number]), which is set to expire on [Expiration Date]. I arrived in Australia on [Date of Arrival] for the purpose of [reason for visit: tourism, family visit, etc.].

Due to [explain reason for extension request: personal circumstances, health issues, travel restrictions, etc.], I am unable to depart Australia by the original date. I kindly ask for your consideration in granting me an extension of my visitor visa until [Requested Extended Date].

I have attached relevant documentation to support my request, including [list any documents you are including, e.g., medical records, flight cancellations, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]