

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Bhutan Immigration Department]
[Department Address]
[City, State, Zip Code]
Subject: Request for Visa Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my visa, which is set to expire on [expiration date].

I am currently in Bhutan for [reason for your stay, e.g., tourism, business, studying, etc.], and due to [reason for needing extension, e.g., unforeseen circumstances, additional travel plans, etc.], I would like to extend my stay for an additional [number of days/weeks].

I have attached the necessary documents to support my application, including:

1. Copy of my current visa
2. Passport copy
3. Proof of accommodation
4. [Any other required documents]

I appreciate your consideration of my situation and hope for a positive response. Please let me know if any further information is required.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]