

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

Visa Office
Royal Government of Bhutan
[Office Address]
Thimphu, Bhutan
Subject: Request for Visa Extension

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request an extension of my visa (Visa Number: [Your Visa Number]), which is set to expire on [Expiration Date]. I have been in Bhutan since [Entry Date] and have greatly enjoyed my stay. The reason for my request is [briefly explain your reasons, e.g., continued travel, medical reasons, etc.]. I respectfully request an extension of [number of days/weeks] to allow me to [explain what you plan to do during the extension period].

I have attached the following documents to support my request:

1. Copy of my passport and current visa
2. Recent passport-sized photographs
3. Proof of accommodation
4. [Any other relevant document]

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

Sincerely,

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