

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Extension of BNO Visa

I hope this letter finds you well. I am writing to formally request an extension of my BNO visa, which is set to expire on [expiration date]. My visa application details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- BNO Passport Number: [Your Passport Number]
- Current Address: [Your Current Address]

I am seeking this extension due to [provide reason for extension, e.g., ongoing employment, family reasons, etc.]. Given the circumstances, I believe my request aligns with the relevant immigration policies and guidelines.

Enclosed with this letter, you will find the necessary documents to support my extension request, including [list any supporting documents, e.g., employment letter, proof of residence, etc.].

Thank you for considering my request. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]