

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Office/Consulate Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Visa Extension

Dear [Recipient's Name/Immigration Officer],

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

I am currently residing in [country] for [reason for being in the country, e.g., studies, work, tourism], and I am seeking an extension due to [reason for extension request, e.g., completion of studies, ongoing employment, personal circumstances].

I have attached all relevant documents to support my application, including [list of documents such as passport copy, proof of residence, financial statements, etc.].

I kindly request your consideration of my application for a visa extension. I would be grateful for any assistance you can provide during this process.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]