

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Office Name]
[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 [Original Expiration Date]. My current visa type is [Visa Type] and my visa number is [Visa Number].

Due to [brief reason for extension request--e.g., ongoing work commitments, family matters, etc.], I would greatly appreciate it if you could consider my request for an extension until [Requested Extension Date]. I have attached all necessary documentation to support my application, including [list any relevant documents--e.g., employment letter, financial statements, etc.].

Thank you very much for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]