

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

[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Subject: Application for Stay Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay, originally scheduled to end on [original end date], due to [specific reason for extension request].

I have thoroughly enjoyed my time here and believe that an extension will greatly benefit both my personal and professional development.

I kindly request an extension until [proposed new end date]. I appreciate your consideration of my request and am happy to provide any additional information or documentation you may need.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]