

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

[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Appeal for Extension of Stay

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my application for an extension of stay under [Visa/Permit Type] which was [denied/partially granted] on [Date of Decision].

[Paragraph 1: Explain your reasons for seeking an extension of stay, including any extenuating circumstances or compelling reasons that support your request.]

[Paragraph 2: Provide any relevant documentation or evidence that supports your appeal, such as supporting letters, medical records, or proof of financial stability.]

[Paragraph 3: State your understanding of the decision that was made and respectfully request reconsideration of your case.]

I appreciate your time and consideration of my request. I look forward to your favorable response.

Thank you very much.

Sincerely,

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