

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

[Recipient's Name]
[Office of International Students]
[University/Institution Name]
[Address]
[City, State, Zip Code]

Subject: Request for Extension of Stay

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay in the United States as a student at

[University/Institution Name].

My current visa status is [Current Visa Type], and it is set to expire on [Expiration Date]. Due to [brief explanation of reasons for extension, e.g., unforeseen circumstances, need to complete coursework, etc.], I kindly request an extension to continue my studies.

I have maintained my [academic standing/enrollment status] and have made significant progress towards my degree in [Your Major/Program]. [You can include any relevant details regarding your academic achievements, research, or projects].

I am committed to completing my studies and contributing positively to the university community. Please find attached [any supporting documents, such as transcripts, I-20 form, financial evidence, etc.].

Thank you for considering my request. I am hopeful for a positive response and look forward to your guidance on the next steps.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID Number (if applicable)]