

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

[Recipient's Name]
[Title/Department]
[Company/Organization 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 [location] for [duration of extension] due to [reason for extension].

I initially arrived on [initial arrival date] and my current stay is set to expire on [current expiration date]. [Briefly explain your situation and why you require the extension, including any relevant details].

I assure you that I will continue to comply with all necessary regulations and requirements during my extended stay. I have attached [mention any supporting documents, if applicable] to facilitate this request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]