

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Organization/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay at [location], which is currently set to expire on [expiration date].

Due to [briefly explain reasons for needing an extension, e.g., personal circumstances, health issues, work commitments], I am unable to depart as originally planned. I believe that an extension of [specific duration you are requesting] would greatly assist me in addressing these matters.

I have attached [mention any supporting documents, e.g., medical records, employment letters, etc.] to this letter for your consideration. I assure you that I am committed to adhering to all regulations during my extended stay.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]