

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Immigration Office/Relevant Authority]
[Office Address]
[City, State, Zip Code]

Subject: Request for Extension of Stay

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay in [Country Name]. My current visa/status is set to expire on [expiration date], and I would like to request an extension for an additional [number of months] due to [reason for extension, e.g., work, studies, family reasons, etc.].

I have enjoyed my time in [Country Name] and have complied with all regulations during my stay. [Provide any supporting details, such as proof of employment, enrollment in educational programs, or family ties in the country.]

Attached are the relevant documents to support my request, including [list of documents, e.g., copy of passport, current visa, letter from employer/school, etc.]. I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]