

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

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Stay Extension

I hope this letter finds you in good health and spirits. I am writing to formally request an extension of my stay at

[Location/Organization/Region] due to [specific reason].

[Explain your current situation briefly and clearly. Include dates, previous arrangements, and any supporting information that justifies your request for an extension.]

I appreciate the consideration of my request and assure you that I remain committed to complying with all guidelines and regulations. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your time and understanding. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]