

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

Subject: Request for Visa Extension

Dear [Immigration Officer's Name/To Whom It May Concern],

I hope this message finds you well. I am writing to formally request an extension of my visa, which is set to expire on [expiration date].

My current visa type is [type of visa], and I have been residing in [country] since [date of entry]. The reason I am seeking an extension is [brief explanation of reason, e.g., "to complete my studies," "due to unforeseen circumstances," etc.].

I have attached the necessary documents to support my request, including:

1. A copy of my current visa
2. A completed application form for visa extension
3. [Other relevant documents, e.g., proof of financial means, medical reports, enrollment confirmation, etc.]

I kindly request that you consider my situation and grant me an extension. I appreciate your attention to this matter and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]