

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

Dear [Recipient Name],

Subject: Request for Extension of Stay

I hope this letter finds you well. I am writing to formally request an extension of my stay in [Country/Location] under my current visa status of [Visa Type, e.g., Tourist Visa, Student Visa] which is set to expire on [Expiration Date].

Due to [reason for requesting extension, e.g., unforeseen circumstances, continued studies, family obligations], I kindly ask for an extension of [number of months/weeks] to allow me to [explain what you plan to do during the extended stay].

I understand the importance of complying with immigration regulations, and I assure you that I will adhere to all guidelines during my extended stay. Attached to this letter, you will find [list any supporting documents, e.g., proof of funds, medical records, enrollment verification] that support my request.

Thank you for considering my request. I appreciate your time and assistance and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]