

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

[Recipient's Name]
[Recipient's Title]
[Immigration Office/Department Name]
[Office Address]
[City, State, Zip Code]

Subject: Request for Extension of Stay

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of stay in the United States under the [specific visa type, e.g., B-2 tourist visa]. My current visa is set to expire on [expiration date], and I am requesting an extension until [new requested date].

I have been in the United States for [duration of stay], and during this time, I have [briefly explain your activities/reason for extended stay].

I am requesting this extension due to [explain reason, e.g., unforeseen circumstances, need to complete studies, health issues].

I have enclosed the following documents to support my application:

1. Completed Form I-539 (Application to Extend/Change Nonimmigrant Status)
2. Copy of my current visa
3. Copy of my passport
4. [Any additional documents, e.g., proof of financial support, medical records, etc.]

I appreciate your consideration of my request. I hope to continue my stay in the U.S. and fulfill my [purpose of visit] during this extended period. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]