

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization/Department Name]  
[Address]  
[City, State, ZIP Code]

Subject: Request for Temporary Stay Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my temporary stay in [Country/City] which is set to expire on [Expiration Date].

Due to [brief explanation of reasons for needing an extension, e.g., ongoing work, family matters, health issues], I kindly ask for your consideration in granting me an extension until [Proposed New Expiration Date].

I have attached all necessary documents to support my request, including [list any relevant documents, e.g., visa copy, proof of residence, supporting letters, etc.].

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title, if applicable]