

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

[Immigration Office Address]
[City, State, Zip Code]

Subject: Request for Extension of Stay

Dear [Immigration Officer's Name or Title],

I hope this letter finds you well. I am writing to formally request an extension of my stay in [Country] based on [reason for extension, e.g., health issues, educational commitments, etc.]. My current visa, [Visa Type], is set to expire on [Current Expiration Date].

I have been residing in [Country] since [Date of Arrival] and have been compliant with all relevant regulations. My circumstances have changed due to [detail your reason], and I am seeking an extension until [Requested Extension Date].

I have attached the necessary documentation to support my request, including [list relevant documents, e.g., medical records, school enrollment letters, etc.].

Thank you for considering my request. I am hoping for a positive response at your earliest convenience.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Immigration Status, if applicable]