

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay in [Country/Location] due to [brief explanation of reason, e.g., personal circumstances, ongoing project, health issues, etc.]. My current authorization is set to expire on [expiration date], and I believe that an extension will allow me to [briefly explain what you hope to achieve or complete during the extended stay].

I have attached the necessary documentation to support my request, including [list any relevant documents, e.g., proof of financial means, medical records, employment letters, etc.].

Thank you for considering my request. I appreciate your attention to this matter and am looking forward to your favorable response.

Sincerely,  
[Your Name]