

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

Subject: Request for Extension of Stay

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay in [country or location] due to [reason for extension]. My current stay is set to expire on [current expiration date], and I am seeking an extension until [desired new expiration date]. [Briefly explain your situation and why you need the extension, including any relevant supporting details or documentation].

I assure you that I have complied with all the requirements during my stay, and I intend to [explain your plans, e.g., continue my studies, complete a work project, etc.].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]