

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Application for Visa Extension

Dear [Consul/Embassy Official's Name],

I am writing to formally request an extension of my visa, which is set to expire on [Current Visa Expiration Date]. I am currently in [Country] for [purpose of your visit, e.g., study, work, tourism], and I would like to extend my stay until [Requested New Expiration Date] for the following reasons:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

I have attached the necessary documents to support my application, including [list of documents, e.g., proof of financial means, letter from employer/school, etc.].

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

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Visa Number]