

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

Subject: Request for Extension of Stay

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my stay in the [Country Name] due to [briefly explain the reason for your request, e.g., personal circumstances, medical reasons, studies, etc.].

My current visa [type of visa] is set to expire on [expiration date]. I am seeking an extension until [requested extension date]. [Provide additional details about your situation and why the extension is necessary, including any supporting documents attached.]

I appreciate your consideration of my request. Please let me know if you require any additional information or documentation. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]