

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Organization/Agency Name]
[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 [Country/Location] due to [specific reasons for the extension]. My current visa status is set to expire on [current expiration date], and I am seeking to extend my stay until [requested extension date].

[Provide a brief explanation of your situation, including any relevant details, supporting information, or circumstances that justify the request for an extension.]

I have attached the necessary documentation to support my request, including [list any attached documents, such as application forms, proof of financial support, or other relevant paperwork]. I assure you that I will continue to comply with all regulations and requirements during my extended stay.

Thank you for considering my request. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]