

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

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

Subject: Request for EU Visa Extension

Dear [Consulate/Embassy Official's Name],

I hope this letter finds you well. I am writing to formally request an extension of my EU visa [Visa Type/Number], which is set to expire on [Expiration Date].

I arrived in [Country] on [Date of Arrival] for [purpose of stay, e.g., studies, business, tourism]. Due to [reason for extension request, e.g., ongoing studies, business commitments, unforeseen circumstances], I kindly request an extension of my visa for an additional [duration of extension requested].

I have attached all necessary documentation to support my request, including [list of documents, e.g., proof of enrollment, travel itinerary, financial statements].

I appreciate your attention to my application and look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Visa Number, if applicable]