

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, State, Zip Code]
Subject: Request for Visa Extension

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Name], and I am currently residing in [City/Country] on a [Type of Visa] that is set to expire on [Expiration Date]. I am writing to formally request an extension of my visa for an additional [Duration of Extension] due to [Reason for Extension, e.g., ongoing studies, unforeseen circumstances, etc.].

During my time here, I have [Briefly explain your situation, e.g., pursued my studies, traveled, etc.]. I am committed to [Explain your future plans, e.g., completing a course, continuing work, etc.]. I have attached the necessary documents to support my request, including [List of Attached Documents, e.g., proof of enrollment, financial statements, etc.].

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

Sincerely,
[Your Name]