

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

[Immigration Office Address]
[City, State, Zip Code]

Subject: Request for FK Visa Extension

Dear [Recipient's Name or Immigration Officer],

I hope this message finds you well.

I am writing to formally request an extension of my FK visa, which is set to expire on [expiration date]. My visa details are as follows:

- Full Name: [Your Full Name]
- Visa Number: [Your Visa Number]
- Current Visa Expiration Date: [Expiration Date]

The reason for my extension request is [briefly explain your reason, e.g., ongoing studies, work commitments, etc.]. I have attached relevant documents to support my request, including [list any documents, such as proof of ongoing enrollment, employment letters, etc.].

I appreciate your understanding and consideration of my situation. Please do not hesitate to contact me at [Your Phone Number] or [Your Email Address] if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]