

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

[Date]  
[Visa Office/Immigration Department]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for FZ Visa Extension

Dear Sir/Madam,

I hope this letter finds you well.

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

- Name: [Your Full Name]
- Visa Number: [Visa Number]
- Date of Birth: [Your Date of Birth]

[Briefly explain the reason for your extension request, e.g., ongoing studies, work commitments, family reasons, etc. Provide any supporting details or documentation.]

I have attached the necessary documents to support my application, including:

1. Copy of my current visa
2. Proof of [reason for extension, e.g., enrollment in a course, employment letter, medical documents, etc.]
3. [Any additional documents, if applicable]

I assure you that I will comply with all regulations and guidelines during this extended period. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a physical letter)]

[Your Printed Name]