

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

UK Visas and Immigration

[Address of the UK Visa Application Centre or Home Office]
[City, Postal Code]

Subject: Request for Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my current visa, which is set to expire on [expiry date]. My visa type is [visa type, e.g., Tier 4 Student Visa], and my reference number is [visa reference number].

I am currently [brief explanation of your situation, e.g., enrolled in a course, working, etc.]. Due to [reason for extension request, e.g., need for additional time to complete studies, personal circumstances], I am seeking an extension for an additional [duration of extension requested, e.g., six months].

I have attached the necessary documents, including [list of documents, e.g., proof of enrollment, financial statements, etc.], to support my application.

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

Yours sincerely,

[Your Name]

[Signature (if sending a hard copy)]