

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

[Recipient Name]
[Title/Position]
[Department/Office]
[Address]

[City, State, Zip Code]

Subject: Request for HX Visa Extension

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my HX visa (Visa Number: [Your Visa Number]) that is set to expire on [Original Expiration Date].

Due to [reason for extension request, e.g., ongoing project, personal circumstances, etc.], I am unable to leave the country before the visa expiration.

I have attached all necessary documents, including [list of attachments, e.g., passport copy, current visa copy, employment verification letter, etc.], to support my request.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]