

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

USCIS

[USCIS Address]  
[City, State, Zip Code]

Subject: Request for H-4 Visa Extension for [Beneficiary's Name]

Dear Sir/Madam,

I am writing to formally request an extension of the H-4 visa for my spouse/child, [Beneficiary's Name], whose current visa status is set to expire on [Expiration Date].

Details of the Beneficiary:

- Name: [Beneficiary's Name]
- Date of Birth: [Beneficiary's Date of Birth]
- Relationship to H-1B Holder: [Specify Relationship]
- Current Visa Status: H-4
- Expiration Date: [Expiration Date]

Details of H-1B Holder:

- Name: [Your Name]
- USCIS Receipt Number: [Receipt Number]
- Current Employer: [Employer Name]
- Job Title: [Job Title]
- Employment Start Date: [Start Date]

[Briefly explain the reason for the extension request, including any pertinent details such as ongoing employment of the H-1B holder, family circumstances, etc.]

Enclosed are the following supporting documents:

1. Copy of the current H-4 visa
2. Copy of the H-1B holder's approval notice
3. Evidence of the H-1B holder's employment (e.g., pay stubs, employment letter)
4. [Any additional documents, if applicable]

I kindly request that you process this extension in a timely manner.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]