

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my J-1 visa status. My current visa is set to expire on [current expiration date], and I am seeking an extension due to [reason for extension, e.g., completion of research, academic requirements, etc.].

I have been participating in [describe your program or activity] at [institution/organization name] since [start date], and I have learned and contributed significantly during my tenure. Given the ongoing nature of my work, an extension would allow me to achieve my goals fully and contribute to [specific contributions or benefits to the host institution].

Enclosed are the necessary documents to support my request, including [list any enclosed documents, e.g., DS-2019 form, financial statements, letters of support, etc.].

I appreciate your consideration of my request, and I look forward to your positive response. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your J-1 Visa Program Information, if applicable]