

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

The Department of Home Affairs

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

Dear Sir/Madam,

Subject: Application for Visa Extension

I am writing to formally request an extension of my visa, which is set to expire on [current visa expiry date]. My current visa type is [type of visa], and my visa number is [visa number].

I am currently in [specific location] and have been [briefly explain your reason for being in South Africa, e.g., studying, working, visiting family, etc.]. Due to [reason for extension, e.g., personal circumstances, ongoing studies, work commitments], I kindly request that my visa be extended until [desired new expiry date].

Attached to this letter are the necessary documents to support my application, including:

1. [Document 1]
2. [Document 2]
3. [Document 3]

I assure you that I will comply with all conditions set forth by the Department of Home Affairs during the extension period.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your ID/Passport Number]