

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Request for LZ Visa Extension

Dear [Consulate/Embassy Officer's Name],

I hope this letter finds you well. I am writing to formally request an extension of my LZ visa, which is set to expire on [expiration date].

My current visa details are as follows:

- Visa Number: [Visa Number]
- Name: [Your Full Name]
- Nationality: [Your Nationality]
- Date of Birth: [Your Date of Birth]

I have been residing in [Country/Region] for the past [duration of stay], and I am currently involved in [brief description of your activities, e.g., work, study, research]. Due to [reason for extension request, e.g., ongoing project, personal circumstances], I kindly request an extension of my visa for [desired extension period].

I have attached the necessary documentation to support my request, including:

1. A copy of my current visa
2. A completed visa extension application form
3. Supporting documents (e.g., letter from employer, proof of financial means, etc.)

I appreciate your consideration of my request and am hopeful for a positive response. Should you require any additional information or documents to facilitate this process, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Your Job Title/Occupation (if applicable)]
[Your Company/Institution Name (if applicable)]