

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

[Consulate or Embassy Name]
[Consulate/Embassy Address]
[City, State, ZIP Code]

Subject: Request for Extension of Multiple Entry Visa

Dear [Consul General/Consular Officer's Name],
I hope this letter finds you well. I am writing to formally request an extension of my multiple entry visa (Visa Number: [Your Visa Number]), which is set to expire on [Expiration Date].

I have been visiting [Country Name] for [brief description of purpose of visits], and due to [reason for extension request], I would like to continue my travels for an extended period.

[Provide details about your travel plans and the necessity of the extension, including any relevant documentation, such as flight itineraries, hotel bookings, or invitation letters.]

I sincerely appreciate your consideration of my request. I am happy to provide any further information or documentation you may require.
Thank you for your attention to this matter.

Yours sincerely,

[Your Name]
[Signature (if sending a hard copy)]