

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]
Subject: Visa Extension Application

Dear Sir/Madam,

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

I am currently in [City/Country] for [reason for stay, e.g., work, study, family visit], and I have found my experience to be invaluable. However, due to [reason for extension request], I am unable to return to my home country by the existing expiration date.

I kindly ask for your consideration in granting me an extension until [new requested expiration date]. I have enclosed the necessary documents including [list of documents, e.g., current visa copy, proof of residence, financial statements, etc.].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]