

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

[Recipient's Name]
[Title/Position]
[Department/Office]
[Institution/Organization Name]
[Address]

[City, State, Zip Code]

Subject: Request for HW Visa Extension

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension of my HW visa, which is set to expire on [current expiration date]. Due to [brief explanation of reasons for extension, e.g., ongoing projects, personal circumstances], I kindly ask for your assistance in processing my request.

I am currently involved in [describe your work, research, or any relevant activities], which I believe warrants an extension to ensure its successful completion. I have attached relevant documents to support my request, including [list any supporting documents, e.g., project proposals, letters from supervisors].

I appreciate your attention to this matter and am willing to provide any additional information if needed. Thank you for considering my request for an extension.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]

[Your Institution/Organization, if applicable]