

[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 QZ Visa Extension

Dear [Consul/Embassy Officer's Name],
I hope this letter finds you well.

I am writing to formally request an extension of my QZ visa, which is set to expire on [original expiration date]. My current visa allows me to stay in [Country Name] for [duration], and I have been fortunate to [briefly explain your purpose of stay, e.g., "work on a project", "complete my studies", etc.].

Due to [reason for extension, e.g., unforeseen circumstances, project delay], I kindly request an extension of [number of months] in order to [explain what you intend to do during this extension].

I have attached all necessary documents to support my request, including [list any relevant documents, e.g., proof of employment, financial statements, etc.].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

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