

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Immigration Office Address]

[City, State, Zip Code]

Subject: Application for Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my visa, which is set to expire on [expiration date of current visa]. My current visa type is [type of visa]. I have been residing in Rwanda since [date of arrival] and have thoroughly enjoyed my time here for [brief reason for your stay].

Due to [explain reason for extension request, e.g., unforeseen circumstances, ongoing project, etc.], I kindly request an extension of my visa for an additional [duration requested, e.g., 3 months].

I have attached the required documents, including:

1. A copy of my current visa
2. A completed visa extension application form
3. Proof of financial means
4. [Any other supporting documents]

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Signature (if submitting a hard copy)]