

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

[Immigration Office Address]  
[City, State, Zip Code]

Subject: Application for Student Visa Extension

Dear Sir/Madam,

I hope this letter finds you well.

I am writing to formally request an extension of my student visa which is set to expire on [current visa expiration date]. I am currently enrolled in [Name of Institution] pursuing a [degree program] and my student ID is [Your Student ID].

Due to [reason for extension, e.g., unforeseen circumstances, need for additional coursework, etc.], I am unable to complete my program by the original date. I have been making satisfactory progress in my studies and have attached [list any supporting documents, e.g., academic transcripts, letters from instructors, etc.].

I kindly request that my student visa be extended until [proposed new expiration date]. I assure you that I will continue to comply with all visa conditions and regulations.

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

Sincerely,

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