

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

To,

The General Directorate of Residency and Foreigners Affairs  
[City, UAE]

Subject: Application for Visit Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my visit visa, which is set to expire on [expiry date]. I arrived in the UAE on [arrival date] for [reason for visit]. Due to [reason for extension], I kindly request an extension of [number of days/weeks] for my stay.

Details of my visa are as follows:

- Name: [Your Full Name]
- Visa Number: [Your Visa Number]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

I have attached the necessary documents to support my application, including [list of attached documents]. I assure you that I will comply with all regulations and respect the conditions of my visa during the extended stay.

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

Sincerely,

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