

[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 Visa Extension

Dear [Consular Officer's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request an extension of my visa, which is set to expire on [current expiration date].

I am currently in [Country Name] on a [Type of Visa] and would like to extend my stay for an additional [number of months/weeks] due to [reason for extension - e.g., ongoing studies, medical reasons, work commitments, etc.].

Since my arrival, I have made significant progress in [details related to your reason], and extending my visa will greatly assist me in [explain how the extension will benefit your situation].

I have attached the necessary documents to support my request, including:

1. Copy of my current visa
2. Passport copy
3. Evidence of [reason for extension - e.g., enrollment, employment letter, medical documents, etc.]
4. [Any additional documents]

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

Thank you for your attention to this matter.

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Visa Number, if applicable]