

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

U.S. Citizenship and Immigration Services

[Address of the USCIS Office]
[City, State, ZIP Code]

Subject: Request for Extension of Stay (Form I-539)

Dear Sir/Madam,

I am writing to formally request an extension of my stay in the United States. My current visa is set to expire on [current visa expiration date], and I am seeking an extension for an additional [number of months] due to [brief explanation of the reason for extension, e.g., continuing education, family visit, etc.].

Details of my current status are as follows:

- Full Name: [Your Full Name]
- Current Visa Type: [Visa Type]
- USCIS Receipt Number: [if applicable]
- Date of Arrival: [Date you entered the U.S.]

I have attached the necessary documentation in support of my application, including:

1. Form I-539
2. Copy of my current visa
3. Proof of financial support
4. [Any other relevant documents]

I appreciate your attention to this matter and look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for considering my request.

Sincerely,
[Your Name]