

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

[Visa Office/Authority Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Extension of Visit Visa

Dear [Visa Officer's Name],

I am writing to formally request an extension of my visit visa currently set to expire on [expiry date]. My visa details are as follows:

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

The reason for my extension request is [briefly explain reason, e.g., family visit, medical emergency, travel delays, etc.]. I have attached relevant documents, including [list any supporting documents, e.g., invitation letters, medical reports, travel itineraries, etc.].

I assure you that I will comply with all visa regulations during the extended period and will make arrangements to leave the country before the new expiration date.

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

Sincerely,

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