

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Visa Office/Embassy/Consulate Name]
[Address]
[City, State, Zip Code]
Subject: Application for Visa Extension
Dear Sir/Madam,

I am writing to formally request an extension of my visa, which is set to expire on [Current Visa Expiration Date]. My current visa type is [Type of Visa] and my visa number is [Visa Number].

I have been residing in [Country] since [Date of Arrival] and my circumstances require me to remain longer due to [Brief Explanation of Reason for Extension, e.g., academic commitments, family matters, job opportunities].

I kindly request an extension of [length of desired extension] until [Requested New Expiration Date]. I have attached all relevant documents to support my application, including [List of Attached Documents, e.g., financial statements, proof of accommodation, invitation letters, etc.]. Thank you for considering my request. I appreciate your attention to this matter and look forward to your prompt response.

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