

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

[Recipient's Name]  
[Recipient's Title]  
[Embassy/Consulate Name]  
[Embassy/Consulate Address]  
[City, State, Zip Code]

Subject: Request for Business Visa Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my business visa [Visa Number] which is set to expire on [Expiration Date].

I am currently engaged in [briefly describe your business activities, projects, or partnerships]. Due to [explain reasons for the extension, such as completion of projects or negotiations], it is necessary for me to remain in [Country Name] longer than initially planned.

I kindly request an extension of [duration of extension needed] to continue my business activities and fulfill my commitments in the region. I have attached the necessary documents to support my request, including [list any supporting documents, e.g., project proposals, letters from business partners, etc.].

Thank you for considering my application. I appreciate your attention to this matter and look forward to your positive response.

Sincerely,

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