

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Immigration Office Address]

[City, State, Zip Code]

Subject: Request for Visa Extension on Compassionate Grounds

Dear [Immigration Officer's Name or Sir/Madam],

I hope this letter finds you well. I am writing to formally request an extension of my visa, currently set to expire on [expiry date], on compassionate grounds.

I would like to explain my situation. [Briefly explain your circumstances that necessitate the extension, such as a family member's illness, personal hardship, etc. Be sure to include any relevant details that support your case.]

I have been a [your visa type] visa holder since [start date], and during my time here, I have respected all laws and visa conditions. [Mention any contributions or positive impact you've made during your stay, if applicable.]

Given these circumstances, I kindly request your consideration for a visa extension of [number of months/years you are requesting] to allow me to [explain what you intend to do during the extension period, e.g., assist a family member, recover from an illness, etc.].

Please find attached any supporting documents, including [list any documents such as medical reports, letters from family members, etc.].

I sincerely hope for your understanding and assistance in this matter.

Thank you for considering my request.

Yours faithfully,

[Your Name]

[Your Signature, if sending by mail]