

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Department/Agency Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Visa Extension

I hope this letter finds you well. I am writing to formally request an extension of my visa, which is set to expire on [current visa expiration date].

I have been residing in [country name] since [date of arrival], and my current visa type is [type of visa]. I am seeking an extension for [specific duration] due to [reason for extension, e.g., work commitments, study programs, family reasons, etc.].

During my time in [country name], I have [briefly outline any relevant experiences, contributions, or reasons for wanting to stay longer]. I assure you that I have complied with all visa regulations and have maintained a responsible status during my stay.

Furthermore, I am prepared to provide any additional documentation required to support my application, such as [list any documents you plan to attach, e.g., financial statements, letters of support, etc.].

I appreciate your consideration of my request, and I look forward to your favorable response. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]