

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

Subject: Request for Extension of Visa Duration

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my visa duration, which is set to expire on [expiration date]. My current visa type is [type of visa, e.g., student, tourist, work].

I am seeking an extension due to [briefly explain the reason for the request, e.g., ongoing studies, work commitment, medical reasons, etc.]. I have been in [Country Name] since [date of arrival] and have complied with all immigration regulations during my stay.

To support my application, I have attached the following documents:

1. [Document 1: e.g., copy of current visa]
2. [Document 2: e.g., proof of enrollment, employment letter, etc.]
3. [Document 3: any relevant supporting documents]

I kindly ask for your consideration of my request. I am hopeful for a positive response.

Thank you for your time and assistance.

Sincerely,

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