

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

[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Subject: Request for Visa Extension

Dear [Consul/Embassy Official's Name],

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

I am currently in [Country/City] on a [type of visa] visa, and due to [brief explanation of reasons for extension request, e.g., unforeseen circumstances, continued studies, work commitments, etc.], I kindly ask for your consideration in extending my visa for an additional [desired duration of extension].

I have attached relevant documents to support my request, including [list of accompanying documents, e.g., proof of residency, financial statements, etc.].

Thank you for considering my request. I sincerely appreciate your time and assistance. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]