

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Immigration Office/University Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Student Visa Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my student visa. My current visa (Visa Number: [insert visa number]) is set to expire on [insert expiration date], and I need additional time to complete my studies at [insert university/college name], where I am currently enrolled in the [insert program/degree name]. Due to [briefly explain reason for extension, e.g., unexpected academic challenges, additional coursework required, etc.], I would greatly appreciate your consideration of my application. I have attached all relevant documentation, including my academic transcript and a letter of support from my academic advisor.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Student ID Number]