

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

[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Request for Visa Extension

Dear [Recipient'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]. My visa type is [type of visa].

The reason for my request is [briefly explain your reason, e.g., completion of studies, family circumstances, etc.]. I have attached relevant documents to support my application, including [list documents, e.g., proof of enrollment, financial statements, etc.].

I kindly ask for your consideration of my request, as it would greatly assist me in [explain how the extension will help, e.g., completing a project, continuing studies, etc.].

Thank you for your attention to my application. I appreciate your assistance and look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Visa Number] (if applicable)