

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Visa Office/Consulate Name]
[Office/Consulate Address]
[City, State, Zip Code]
Subject: Urgent Visa Extension Request

Dear [Visa Officer's Name],
I hope this letter finds you well. I am writing to formally request an urgent extension of my visa, which is set to expire on [Expiration Date]. Due to [briefly explain your reasons - e.g., unforeseen circumstances, personal matters, etc.], I am unable to leave [Country Name] before my visa expires. I kindly ask for your understanding and assistance in extending my visa until [Requested New Expiration Date].

I have attached all necessary documentation to support my request, including [list of documents, e.g., copy of passport, visa, supporting letters, etc.].

Thank you for considering my request. I appreciate your attention to this urgent matter and look forward to your prompt response.

Sincerely,

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