

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

[Recipient's Name]  
[Visa Office/Consulate Name]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Visa Extension

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

I am currently [brief explanation of your situation, e.g., studying, working, traveling], and I am seeking an extension due to [reasons for extension, e.g., ongoing studies, work commitments, or personal circumstances].

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

1. [Document 1]
2. [Document 2]
3. [Document 3]

I kindly request your consideration of my application for a visa extension. I appreciate your assistance and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]