

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Office Address]
[City, State, Zip Code]
Subject: Application for Visa Extension

Dear Sir/Madam,

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 Name] for [purpose of stay, e.g., studies, work, etc.], and I wish to continue my stay for an additional [duration of extension requested] due to [reason for extension, e.g., completion of studies, ongoing work assignment, etc.].

I have attached all necessary documents to support my application, including:

1. A copy of my current visa
2. A completed application form
3. Proof of financial means
4. [Any other relevant documents]

I appreciate your consideration of my request and hope for a positive response. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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