

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

Dear Sir/Madam,

I hope this letter finds you well. My name is [Your Name], and I am currently in [Country] on a tourist visa that is set to expire on [Current Visa Expiration Date]. I am writing to formally request an extension of my tourist visa due to [reason for extension, e.g., unexpected travel circumstances, health issues, etc.].

I have enjoyed my stay in [Country] and have fallen in love with its culture and people. I believe that an extension will allow me to [mention specific reasons or activities you wish to undertake during the extension period].

I kindly request an extension of my visa for [number of days/weeks you wish to extend]. I assure you that I will comply with all laws and regulations during my extended stay.

Please find attached the necessary documentation to support my request, including [list any documents such as passport copy, photos, proof of accommodation, travel itinerary, financial statements, etc.].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

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