

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Visa Office/Consulate/Immigration Office Name]
[Office Address]
[City, State, Zip Code]

Subject: Application for Visa Extension

Dear [Recipient's Name],

I am writing to formally request an extension of my visa, which is set to expire on [Expiration Date]. My current visa type is [Visa Type], and my visa number is [Visa Number].

I kindly request an extension for an additional [number of months/weeks] due to [briefly explain reason, e.g., ongoing studies, work commitments, family emergencies].

I have attached the required documents to support my application including:

1. A copy of my current visa
2. A completed visa extension application form
3. Proof of [financial stability, enrollment, or employment, as applicable]
4. [Any additional documents required]

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your time.

Sincerely,

[Your Name]