

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

[Recipient's Name]
[Recipient's Title]
[Department or Office Name]
[Institution or Organization Name]
[Address]
[City, State, Zip Code]

Subject: Justification for Visa Extension

Dear [Recipient's Name],

I am writing to request an extension for my visa, which is set to expire on [expiration date]. I am currently in [country name] for [purpose of stay, e.g., study, work, visit], and I require additional time to complete [explain the reason for extension, e.g., coursework, a project, family matters].

[Provide a brief overview of your circumstances, including any relevant details that justify the extension.]

I have attached [mention any supporting documents, e.g., enrollment letters, project descriptions, medical records] to substantiate my request. I assure you that I will adhere to all visa regulations during the extended period and continue to respect the laws of [country name]. 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 (if applicable)]