

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

[Recipient's Name]  
[Immigration Office/Agency Name]  
[Office Address]  
[City, State, Zip Code]

Subject: Visa Extension Request

Dear [Recipient's Name or "Sir/Madam"],

I am writing to formally request an extension of my visa, which is set to expire on [expiry date]. My visa type is [type of visa].

The reason for my request is [brief explanation of the reason for extension, e.g., medical issues, ongoing studies, job offer, etc.].

I have attached the following documents to support my request:

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

I appreciate your consideration of my request, and I am hopeful for a positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]