

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Extension Support Letter

I am writing to formally request your support for my application for a visa extension. I am currently in the process of [briefly explain your situation and reason for the visa extension, e.g., completing a course, personal circumstances, etc.].

As per my current visa status, I am allowed to remain in [Country] until [current visa expiry date]. However, I sincerely believe that extending my visa would enable me to [explain why an extension is necessary and how it will benefit you and/or the host country].

I kindly ask for your assistance in this matter and would appreciate any support you can provide. I have attached relevant documentation to support my request, including [list any documents, such as proof of enrollment, financial stability, 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 Visa Type/Status]

[Attachment List]