

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

Dear Sir/Madam,

I am writing to formally request an extension of my visa, which is set to expire on [current visa expiration date]. I am currently residing in Vietnam under [type of visa, e.g., tourist visa, business visa] and my visa number is [visa number].

The reason for my request is [briefly explain your reason, e.g., additional travel plans, business commitments, personal circumstances]. I have attached all necessary documents to support my application, including [list documents, e.g., passport copy, current visa, financial statements, etc.].

I respectfully request an extension of [number of days/weeks/months] to allow me to continue my stay in Vietnam.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]