

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

[Consulate/Embassy Name]  
[Consulate/Embassy Address]  
[City, State, Zip Code]

Subject: Request for Visa Extension

Dear [Consulate/Embassy Official's Name],

I hope this letter finds you well. My name is [Your Name], and I am currently in Vietnam on a [Type of Visa, e.g., tourist visa, business visa] which is set to expire on [Visa Expiry Date]. I am writing to formally request an extension of my visa.

I would like to extend my stay due to [Reason for Extension, e.g., continued tourism, business activities, family matters]. I have enjoyed my time in Vietnam immensely and wish to experience more of the culture and scenery.

I have attached the required documents, including:

1. A copy of my current visa
2. A copy of my passport
3. A completed visa extension application form
4. [Any other supporting documents]

I appreciate your consideration of my request and hope for a favorable response. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]