

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

Subject: Appeal for Work Visa Extension

Dear [Recipient's Name],

I am writing to formally appeal the denial of my work visa extension application, reference number [Application Number], dated [Date of Denial]. I appreciate the opportunity to present my case for reconsideration.

I have been employed with [Company Name] as a [Your Job Title] since [Start Date], and my contributions to the team have been significant. [Briefly describe your job responsibilities and any accomplishments]. I believe that my continued employment is beneficial not only for my personal career growth but also for [Company Name].

[Explain any circumstances that may support your case, such as changes in your personal situation, employer support, or projects dependent on your presence.]

Enclosed are supporting documents, including [list documents, e.g., employment letters, performance reviews, or other relevant paperwork].

I kindly request that you reconsider my application for a work visa extension. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Enclosures: List of documents]