

[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 for [Your Full Name]

Dear [Consular Officer's Name],

I am writing to formally request an extension of my visa (Visa Type: [e.g., Tourist Visa, Student Visa]) that is set to expire on [Expiration Date]. My current visa allows me to stay in [Country] until this date, and I would like to extend my stay due to [reason for extension, e.g., family obligations, extended studies, travel plans].

I have enjoyed my time in [Country] and have complied with all visa regulations. My current circumstances lead me to seek an extension until [Requested Extension Date].

Attached to this letter, you will find the necessary documents supporting my request, including:

1. A copy of my current visa
2. An updated itinerary
3. Proof of financial means (e.g., bank statements)
4. [Any other relevant supporting documents]

I appreciate your consideration of my request and look forward to your prompt response. Should you require any additional information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]