

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

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an extension of my YB visa, which is set to expire on [expiration date]. My current visa details are as follows:

- Visa Number: [Your Visa Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]

The reason for my extension request is [briefly explain reason, e.g., continuing studies, job assignment, or personal circumstances]. I have attached supporting documents to substantiate my request, including [list documents, e.g., acceptance letter, employment letter, bank statements, etc.].

I kindly request that you consider my application favorably. I appreciate your attention to this matter and look forward to your positive response. Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]