

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for the visa extension application of [Applicant's Name], who is currently residing in [City/Country]. I have known [him/her/them] for [duration] and can attest to [his/her/their] character and commitment to [reason for stay, e.g., studies, work, etc.]. [Applicant's Name] has been a valuable member of [community/organization] and has demonstrated [specific qualities or contributions]. Allowing [him/her/them] to extend [his/her/their] visa will provide [him/her/them] with the opportunity to [explain reasons for extension, e.g., complete studies, participate in a project, etc.].

I believe that [Applicant's Name]'s continued presence in [Country] will be beneficial for both [him/her/them] and the community. I respectfully ask that you consider granting a visa extension to [Applicant's Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization/Company, if applicable]