

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Office Name]  
[Immigration Office Name]  
[Office Address]  
[City, State, ZIP Code]

Subject: Request for UAE Visa Extension

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension for my visa [Visa Type/Number] which is due to expire on [Expiration Date]. Due to [reason for extension request, e.g., personal circumstances, work obligations, health issues, etc.], I kindly ask for your consideration in extending my visa for an additional [number of months/weeks].

I have attached all the necessary documentation to support my request, including [list any attached documents, e.g., passport copy, current visa, proof of funds, etc.].

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]