

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

Subject: Request for Visa Extension

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an extension of my visa, which is set to expire on [expiration date].

My current visa details are as follows:

- Visa Type: [insert visa type]
- Passport Number: [insert passport number]
- Date of Issue: [insert date of issue]
- Date of Expiration: [insert date of expiration]

The reason for my extension request is [briefly explain your reasons for requesting an extension, e.g., medical reasons, family obligations, ongoing studies, etc.]. I have attached relevant documentation to support my request.

I assure you that I have complied with all visa conditions and have maintained my status during my stay. I kindly ask for your understanding and approval of my extension request. I am committed to providing any additional information needed to assist in the consideration of my application.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Visa Number (if applicable)]