

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

Subject: Request for Visa Extension

Dear [Immigration Officer's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to formally request an extension of my visa (Visa Number: [Your Visa Number]) which is currently set to expire on [Current Expiry Date]. I have been residing in Vietnam for [Duration of Stay] and have greatly enjoyed my time here. However, due to [Reason for Extension Request - e.g., personal circumstances, work commitments, travel plans], I kindly ask for your consideration in extending my visa for an additional [Length of Extension Requested].

I have attached all necessary documents to support my request, including:

1. A copy of my current visa
2. Passport-sized photographs
3. Proof of financial means during the extended stay
4. [Any additional documents relevant to your request]

I appreciate your attention to my request and look forward to your positive response. Should you need any further information, please do not hesitate to contact me.

Thank you very much for your consideration.

Sincerely,

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