

Visa Extension Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request an extension of my visa for business purposes. My current visa is set to expire on [Insert Expiration Date], and I am engaged in ongoing business discussions and negotiations that require my presence in [Country Name].

My details are as follows:

- Name: [Your Full Name]
- Current Visa Type: [Type of Visa]
- Company Name: [Your Company Name]
- Business Purpose: [Brief Description of Business Activities]

I kindly ask for your assistance in extending my visa for an additional [number of months] to ensure that I can complete my business obligations. I am enclosing all necessary documents, including my business itinerary, previous visa documentation, and a letter from my employer.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]