

Embassy of [Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Consulate General of [Country]

[Embassy Address]

[City, State, Zip Code]

Subject: Request for Visa Extension for Cultural Exchange Program

Dear Sir/Madam,

I am writing to formally request an extension of my visa in order to continue participating in the cultural exchange program organized by [Organization/Institution Name]. My current visa (Visa No: [Visa Number]) is set to expire on [Expiration Date], and I believe that an extension is crucial for my ongoing learning and contribution to the program.

During my time here, I have engaged in various cultural activities that have significantly enhanced my understanding of [Country's] culture and traditions. Continuing my participation in this program will allow me to further foster cultural exchange and collaboration between our countries.

I kindly request your assistance in extending my visa for an additional [Duration] weeks/months. I have attached all relevant documents including my program details, proof of participation, and financial support for your review.

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

Sincerely,

[Your Name]