

# Embassy of [Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Consular Officer

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

## **Subject: Request for Visa Extension Due to Unforeseen Circumstances**

Dear Consular Officer,

I am writing to formally request an extension of my visa, which is set to expire on [expiry date]. Due to unforeseen circumstances, specifically [briefly explain your situation, e.g., a medical emergency, a family matter, etc.], I am unable to return to [your home country] at this time.

I have attached all relevant documentation to support my request, including [list any attached documents, e.g., medical reports, flight cancellations, etc.]. I kindly ask for your understanding and consideration in granting me an extension until [proposed new expiry date].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]