

# Embassy of [Country]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to you regarding my application for visa renewal, which I submitted on [Submission Date]. My current visa, #[Visa Number], is set to expire on [Expiration Date]. I wish to provide an explanation for this renewal request.

Due to [Briefly explain the reason, e.g., ongoing work commitments, family matters, studies], I would like to extend my stay in [Country]. It is essential for me to [Describe what you intend to do during the extended period].

Enclosed with my application are the necessary documents to support my request, including [List documents, e.g., employment letter, financial statements, proof of residence]. I assure you that I have complied with all the regulations and requirements mandated by your esteemed embassy.

I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]