

Embassy of [Country]

[Date]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Embassy Address]

[City, State, Zip Code]

Subject: Request for Change of Visa Category Based on Humanitarian Reasons

Dear [Consul General/Embassy Official's Name],

I am writing to formally request a change in my visa category from [Current Visa Category] to [Desired Visa Category] due to humanitarian reasons. My name is [Your Full Name], and I am currently residing in [City, Country] under visa number [Visa Number].

The circumstances that compel my request are [briefly explain your humanitarian situation, e.g., personal hardship, family emergency, etc.]. I believe that through this change of visa category, I will be able to [explain how this change will benefit your situation].

I have attached relevant documents supporting my request, including [list any attached documents such as medical reports, affidavits, etc.].

I kindly ask for your consideration of my situation and hope for a favorable response to my request. Thank you for your time and attention.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]