

# Embassy of [Country Name]

[Embassy Address]

[City, State, Zip Code]

[Date]

Subject: Application for Temporary Stay Extension

Dear Sir/Madam,

I, [Your Full Name], holding [Passport Number], am currently residing at [Your Current Address]. I am writing to formally request an extension of my temporary stay in [Country] due to personal reasons that require my continued presence here.

My current visa is set to expire on [Visa Expiration Date]. Unfortunately, due to [briefly explain personal reasons, e.g., family matters, health issues], I kindly request an extension until [Proposed New Expiration Date].

I have included all relevant documents to support my application, including [list any supporting documents, e.g., medical reports, family letters, etc.]. I assure you that I will comply with all regulations and will leave the country upon the expiration of my requested extension.

Thank you for considering my application. I would greatly appreciate your understanding and assistance in this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]