

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to formally request a temporary stay extension of my visa, originally set to expire on [original expiry date], due to unforeseen family emergencies that require my immediate attention here in [country].

Unfortunately, I have encountered a situation involving [briefly explain the family emergency, e.g., a serious illness of a family member, urgent matters requiring my presence]. This emergency has created circumstances that necessitate my continued stay in the country to provide support and assistance to my family during this challenging time.

I assure you that my intention is solely to be here for my family and that I will comply with all regulations regarding my visa status. I kindly request that you consider my situation sympathetically and grant me an extension until [proposed new expiry date].

Thank you for considering my request. I appreciate your understanding and support during this difficult time. Please find attached any relevant documentation regarding my family situation.

Sincerely,

[Your Name]