

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Embassy Name]
[Embassy Address]
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to inquire about the possibility of extending my temporary stay while awaiting the processing of my visa application. My current temporary stay is set to expire on [expiration date], and I am concerned about my legal status in [country name] during the processing period.

I have submitted my visa application on [application submission date], and the reference number is [reference number]. Given the current processing times, I respectfully request your guidance on how to apply for an extension of my stay.

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

Sincerely,
[Your Name]