

# Letter of Justification for Temporary Stay Extension

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Embassy of [Country]

[Embassy Address]

[City, State, Zip Code]

Dear Sir/Madam,

I am writing to formally request an extension of my temporary stay in [Country] due to work-related commitments. My current visa is set to expire on [Expiration Date], and I am seeking an extension until [Requested Extension Date].

As [Your Position/Title] with [Your Company/Organization], I am currently engaged in [Brief Description of Work Commitments, e.g., a project, conference, etc.]. This work is essential for [Explain Significance, e.g., company growth, collaboration, etc.], and it requires my presence to ensure completion and adherence to timelines.

Attached to this letter, you will find supporting documents including a letter from my employer and details of my work commitments. I assure you that my intent to remain in [Country] is solely for these essential professional responsibilities.

Thank you for considering my request. I look forward to your positive response and am willing to provide any additional information if necessary.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company/Organization]