Embassy of [Country Name]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

To Whom It May Concern,

I am writing to request an extension of my identity card, which is set to expire on [Expiration Date]. I am currently residing in [City/Country] and my identity card is essential for my daily activities and legal identification.

My identity card number is [Identity Card Number]. I have attached all necessary documents, including a copy of my current identity card, proof of residence, and any additional supporting documents.

I kindly ask for your assistance in processing my request for an extension at your earliest convenience. If there are any fees or additional requirements, please let me know.

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

Sincerely,

[Your Name]