

# Letter for Extended Stay for Professional Duties

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request an extension of my stay due to professional duties that require my continued presence in [Location]. My current [visa/permit] is set to expire on [Expiration Date], and I would like to extend it until [New Requested Date].

During this time, I will be engaged in [Brief Description of Professional Duties], which are crucial to [Company/Organization Name]'s objectives and success in [specific project or initiative].

I believe that my extended stay will significantly contribute to the goals we aim to achieve, and I appreciate your consideration of my request.

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

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Your Contact Information]