

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Immigration and Naturalization Services  
Address Line  
City, State Zip Code

Re: Request to INS for Extension of U.S. Visa

Dear :

I am writing to extend my U.S. Visa. I have enclosed the needed forms for this process.

Thank you for your time and assistance in this matter.

Sincerely,

N A M E

Enclosure