

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

[Recipient Name]  
[Recipient Title/Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Request for Extension of Job Joining Date due to Visa Processing Delay

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an extension of my job joining date for the position of [Job Title] at [Company/Organization Name], originally scheduled for [Original Joining Date]. Unfortunately, I am experiencing an unexpected delay in the processing of my visa, which has made it unlikely that I will be able to join on the agreed date.

I have been in regular contact with the relevant authorities and am making every possible effort to expedite the process. However, despite my best efforts, the visa approval is still pending, and I have been advised that it may take an additional [expected additional time, e.g., "two weeks"] to complete.

I am very enthusiastic about joining [Company/Organization Name] and remain fully committed to taking up the offered role. I kindly request your understanding and consideration in granting me an extension to my start date until my visa formalities are completed. I will keep you continuously updated on the progress and can confirm my arrival date as soon as the situation permits.

I sincerely appreciate your support and patience regarding this matter. Thank you very much for your continued encouragement and for this wonderful opportunity. Please let me know if any additional information or documentation is required from my side.

I look forward to your understanding and am eager to contribute to [Company/Organization Name] at the earliest possible date.

Yours sincerely,  
[Your Name]