

Dear Ms Mahanti,

I am writing to you with a request about my study extension of my study visa. I understand that the Indian government allows me to address my request to the Indian Embassy.

I require an extension, because I want to follow a series of classes on accountancy customer support at the Indian Institute of Business Management & Studies in Mumbai while I'm here in India. And there is an excellent teacher there who is only giving these classes for a month.

I have attached a copy of the visa confirmation that you sent to me earlier for your convenience. Please let me know if you require any further information.

I hope to hear from you soon.

Yours sincerely,  
Tim Blackthorpe.