

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, Postal Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa

We are writing to support the visa application of [Applicant's Name], who is employed with us as [Applicant's Position] at [Your Company Name].

[He/She/They] will be traveling to Hong Kong for [reason for travel, e.g., business meetings, conferences, training] from [start date] to [end date].

[Applicant's Name] has been an integral part of our team since [date of employment] and has made significant contributions to our [mention specific projects, achievements, or roles]. During the trip, [he/she/they] will be involved in [briefly describe activities planned in Hong Kong].

We assure you that [Applicant's Name] will comply with all regulations during [his/her/their] stay and return to [home country] upon the conclusion of the trip.

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require any further information or clarification.

Thank you for considering this application.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, Postal Code]

[Your Phone Number]

[Your Email Address]