

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Immigration Department Office]  
[Office Address]  
[City, Postal Code]

Dear Sir/Madam,

I am writing to support my application for a visa to visit Hong Kong for [specific purpose, e.g., tourism, business, study] from [start date] to [end date]. I am planning to visit Hong Kong to [briefly explain your reason, e.g., explore the culture, attend a conference, participate in a course].

During my stay, I will be residing at [hotel name or address] and have sufficient funds to cover all my expenses. My itinerary includes [mention key places/activities you plan to visit or participate in], and I am looking forward to experiencing the vibrant culture and heritage of Hong Kong.

Attached to this letter are the required documents, including my completed visa application form, passport copy, financial statements, and accommodation details, to establish the legitimacy of my intentions.

I appreciate your consideration of my application and look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]