

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

Hong Kong Immigration Department

[Department Address]  
[City, Postal Code]

Subject: Application for Hong Kong Visa

Dear Sir/Madam,

I am writing to formally request a visa to visit Hong Kong for [state purpose - e.g., tourism, business, study, family visit] from [start date] to [end date].

I am a [your occupation] at [your workplace or institution], and I wish to visit Hong Kong to [provide a brief explanation of your plans in Hong Kong, e.g., attend a conference, explore the city, visit family, etc.].

To support my application, I have enclosed the following documents:

1. A completed visa application form.
2. My passport, which is valid until [expiration date].
3. A recent passport-sized photograph.
4. Proof of accommodation arrangements (e.g., hotel booking).
5. An itinerary of my planned activities in Hong Kong.
6. A letter from my employer [if applicable], confirming my position and leave of absence.
7. Any additional supporting documents relevant to the purpose of my visit.

I assure you that I will abide by the laws and regulations of Hong Kong during my stay and will return to [your home country] after the completion of my visit.

Thank you for considering my application. I look forward to your positive response.

Yours sincerely,

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