

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Invitation for Hong Kong Visa Application

I am writing to formally invite you to visit Hong Kong for [purpose of the visit, e.g., a business meeting, family gathering, tourism, etc.].

The details of your visit are as follows:

- ****Purpose of Visit****: [Specify purpose]
- ****Duration of Stay****: [Start date] to [End date]
- ****Accommodation****: [Provide accommodation details]
- ****Financial Responsibility****: [State who will cover expenses, if applicable]

I assure you that during your stay, I will ensure your comfort and safety. Please feel free to reach out if you require any further information or assistance regarding your visa application.

Thank you, and I look forward to welcoming you to Hong Kong soon.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]