

[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],

I am writing to formally invite you to visit Hong Kong for [purpose of visit, e.g., tourism, business meetings, family visit, etc.]. Your visit is planned for [start date] to [end date].

During your stay, I will ensure that you have a comfortable experience and assist you with your accommodation and any local arrangements needed.

Please find attached my necessary identification documents and any additional information required for your Hong Kong visa application.

I look forward to welcoming you to Hong Kong. Should you require any further assistance, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]