

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Support Letter for Hong Kong Visa Application

I am writing to provide a guideline letter in support of my application for a Hong Kong Visa. I am [Your Name], a [Your Position/Occupation] at [Your Company/Organization]. I intend to visit Hong Kong for [purpose of visit, e.g., business meetings, conferences, tourism] from [start date] to [end date].

During my stay, I will be engaged in [specific activities planned in Hong Kong]. My schedule includes [briefly outline your planned itinerary or meetings].

I will be [mention who will be sponsoring your visit, if applicable, and provide financial support details].

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

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

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]