

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Department/Institution Name]
[Address]
[City, Postal Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa

I am writing to apply for a visa to visit Hong Kong. I plan to travel from [start date] to [end date] for the purpose of [state purpose, e.g., tourism, business, family visit].

I have attached the required documents, including my completed application form, passport copy, itinerary, and any additional supporting materials.

Thank you for considering my application. I hope to receive a positive response soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]