

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

[Recipient's Name]  
[Recipient's Position]  
[Hong Kong Immigration Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name/To Whom It May Concern],

Subject: Application for Hong Kong Visa

I am writing to formally apply for a Hong Kong visa.

[Brief introduction about yourself, e.g., name, nationality, occupation, etc.]

The purpose of my visit to Hong Kong is to [state purpose: tourism, business, study, etc.]. I plan to stay from [start date] to [end date]. During my stay, I will be residing at [address of accommodation].

I have enclosed the necessary documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of financial means
5. [Any additional documents required or relevant to your application]

I respectfully request your consideration of my application. I am looking forward to experiencing the culture and opportunities that Hong Kong has to offer.

Thank you for your attention to this matter. Should you require any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

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