

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Visa Support Letter for [Applicant's Name]

I am writing to support the visa application of [Applicant's Name], who intends to visit Hong Kong for [purpose of visit, e.g., business, tourism, study] from [start date] to [end date].

[Applicant's Name] is [relationship to you, e.g., my employee, my family member] and will be staying at [address in Hong Kong] during their visit. The purpose of their travel includes [provide brief details about the purpose, e.g., attending meetings, participating in a conference].

I confirm that [Applicant's Name] has sufficient financial means to support themselves during their stay and I will assist them if necessary. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Thank you for considering this application.

Sincerely,

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