

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Employment Visa

I am writing to formally apply for an employment visa to work in Hong Kong. I have received an offer for the position of [Job Title] at [Company Name], which is scheduled to commence on [Start Date].

[Provide a brief overview of your qualifications, relevant experience, and the reason for your employment in Hong Kong. Mention any critical skills or expertise that align with the position.]

Enclosed with this letter are the required supporting documents, including:

1. A copy of my passport
2. A copy of the job offer letter from [Company Name]
3. My resume/CV
4. Relevant educational certificates
5. Any other supporting documentation

I am excited about the opportunity to contribute to [Company Name] and help advance its goals. I kindly request your assistance in processing my employment visa application at your earliest convenience.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]