

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

[Recipient's Name]  
[Recipient's Title]  
[Department of Immigration]  
[Address of Immigration Office]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa

I am writing to express my intent to apply for a [specific type of visa, e.g., work, study, tourist] visa for Hong Kong. I am planning to [brief explanation of purpose, e.g., work for a company, attend an educational institution, visit] from [start date] to [end date].

To support my application, I have attached the necessary documents as outlined in the visa guidelines. I am committed to complying with all the regulations and requirements set forth by the Hong Kong Immigration Department.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]