

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for a Hong Kong visa application. I have known [Applicant's Name] for [duration of your relationship] in my capacity as [your position or relationship to applicant].

During this time, I have been impressed by [his/her/their] [mention relevant qualities, skills, or achievements]. [Provide specific examples that highlight the applicant's qualifications].

I firmly believe that [Applicant's Name] would be an excellent candidate for a visa to Hong Kong, as [he/she/they] demonstrate[s] a strong commitment to [mention relevant field or purpose of the visit]. [Discuss any relevant contributions or potential impact the applicant could have in Hong Kong].

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]