

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

[Recipient's Name]  
[Department/Office Name]  
[Address of the Visa Office]  
[City, State, Zip Code]

Subject: Application for Hong Kong Visa

Dear [Recipient's Name],

I am writing to apply for a [type of visa] to visit Hong Kong. I intend to travel from [start date] to [end date] for the purpose of [state your purpose, e.g., tourism, business, study, etc.].

[Provide a brief introduction about yourself, your nationality, occupation, and any relevant background.]

The details of my visit are as follows:

- Purpose of Visit: [Explain in detail]
- Duration of Stay: [Duration]
- Accommodation: [Details of where you will stay]
- Financial Support: [Sources of funding for your stay]

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

1. Completed visa application form
2. Passport-sized photographs
3. A copy of my passport
4. Proof of accommodation
5. Financial statements
6. [Any other relevant documents]

I appreciate your time and consideration in processing my visa application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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