

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

Immigration Department  
The Government of the Hong Kong Special Administrative Region  
[Department Address]  
[City, Zip Code]

Subject: Visa Sponsorship for [Applicant's Name]

To Whom It May Concern,

I, [Your Name], am writing to formally sponsor [Applicant's Name] for a [specific visa type, e.g., Employment Visa] to Hong Kong.

[Applicant's Name] has been offered a position as [Job Title] at [Company Name], and I will provide full support during their stay in Hong Kong.

Details of my sponsorship include:

1. **\*\*Sponsorship Duration\*\***: [Start date] to [End date]
2. **\*\*Financial Support\*\***: I will cover [details of financial support].
3. **\*\*Accommodation\*\***: [Details about where the applicant will live].

I affirm that I understand the responsibilities involved in sponsoring [Applicant's Name] and commit to ensuring that they comply with all local laws and regulations during their stay.

Thank you for considering this application. Should you require any further information, please feel free to contact me.

Sincerely,

[Your Signature (if sending hard copy)]  
[Your Printed Name]  
[Your Position/Title, if applicable]  
[Company Name, if applicable]