

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally invite you to visit me in Hong Kong for the purpose of [briefly state purpose, e.g., tourism, business meetings, family gathering] from [start date] to [end date].

During your stay, you will be accommodated at my residence at [your address] and I will ensure that all your needs are taken care of.

I will be [briefly mention your relationship, e.g., "your friend," "your relative," etc.], and I am eagerly looking forward to spending time with you while exploring the beautiful sights and experiences that Hong Kong offers.

Please find attached my identification documents to support your visa application.

Should you need any further assistance or documents, please do not hesitate to contact me.

Looking forward to your positive response.

Best regards,

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