

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Hong Kong Visa

I am writing to formally submit my application for a [type of visa, e.g., tourist visa, business visa, etc.] to visit Hong Kong. I plan to travel to Hong Kong from [start date] to [end date] for [purpose of visit, e.g., tourism, business meetings, etc.].

As a [your profession or title] at [your company/institution], I am looking forward to experiencing the rich culture and business opportunities that Hong Kong offers.

Enclosed with this letter are the necessary documents supporting my application, including:

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

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

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]