

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

The Hong Kong Immigration Department  
[Department Address]  
[City, State, Zip Code]

Subject: Application for Hong Kong Visa

Dear Sir/Madam,

I am writing to apply for a Hong Kong visa for [type of visa, e.g., visitor, work, study] for the purpose of [briefly state purpose of your visit].

Details of my application are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Duration of Stay: [Number of days/weeks]
- Intended Date of Arrival: [Date]
- Intended Date of Departure: [Date]

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

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation in Hong Kong
5. [Any other relevant documents, e.g., financial documents, invitation letter, etc.]

I appreciate your consideration of my application, and I look forward to your positive response.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]