

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Visa Application Office]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Hong Kong Tourist Visa

I am writing to formally apply for a tourist visa to visit Hong Kong from [start date] to [end date]. I am planning to visit for leisure and to explore the rich culture and attractions of the region.

I have attached the necessary documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation
5. Travel itinerary
6. Evidence of sufficient funds

During my stay, I plan to visit notable sites such as [mention any specific places you intend to visit] and immerse myself in the local culture.

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

Thank you for your time.

Sincerely,

[Your Name]