

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Confirmation of Hong Kong Tourist Visa Application

I am writing to confirm that I have submitted my application for a Hong Kong tourist visa. Below are the details pertaining to my application:

- **Applicant Name:** [Your Full Name]
- **Passport Number:** [Your Passport Number]
- **Application Reference Number:** [Your Application Reference Number]
- **Travel Dates:** [Intended Date of Arrival in Hong Kong] to [Intended Date of Departure]
- **Purpose of Visit:** Tourism and sightseeing

I have enclosed all necessary documentation, including my completed application form, passport-sized photographs, and proof of travel arrangements.

Should you need any further information or clarification regarding my application, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature] (if sending a hard copy)