

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

[Recipient's Name]
[Department of Immigration]
[Address of the Immigration Office]
[City, State, ZIP Code]

Subject: Application for Hong Kong Visitor Visa

Dear [Recipient's Name],

I am writing to apply for a visitor visa to Hong Kong for the period of [start date] to [end date]. I plan to visit Hong Kong for [purpose of visit, e.g., tourism, visiting family, business meetings], and I intend to travel with [mention any companions if applicable].

I kindly request that you find enclosed the required documents to support my visa application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of travel itinerary (flight bookings and accommodation details)
5. Evidence of sufficient funds (bank statements, etc.)
6. [Any additional documents if needed]

I assure you that I will comply with all local laws and regulations during my stay in Hong Kong and will return to [your home country] before the expiration of my visa.

Thank you for considering my application. Should you require any more information, please do not hesitate to contact me at [your phone number] or [your email address].

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]