

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

Immigration Department
Government of the Hong Kong Special Administrative Region
[Office Address]
[City, Zip Code]

Dear Sir/Madam,

Subject: Application for Visitor Visa to Hong Kong

I am writing to formally apply for a visitor visa to Hong Kong. I intend to visit from [start date] to [end date] for tourism purposes. My itinerary includes visits to various attractions such as [list a few attractions] and I am eager to experience the rich culture and heritage of your beautiful city.

I am currently employed at [Your Company/Organization] as [Your Job Title], and I have attached a letter from my employer confirming my position and approved leave during my visit. I have sufficient funds to support my trip, and I have attached my bank statements as proof. Additionally, I have included the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport (and any previous visas)
4. Travel itinerary
5. Travel insurance details

Please let me know if you require any further information or documentation. I appreciate your assistance in processing my application and look forward to the opportunity to visit Hong Kong.

Thank you for your attention to this matter.

Yours sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]