

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

[Recipient Name]
[Recipient's Position]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Full Name] for a travel visa to Hong Kong. I have known [Applicant's First Name] for [duration of acquaintance] and can attest to their character and purpose of travel. [Briefly describe your relationship with the applicant and their travel intentions, including duration of stay and purpose of visit.]

[Applicant's Full Name] is a responsible individual with a clear plan for their visit to Hong Kong. They intend to [list activities, e.g., explore cultural sites, attend business meetings, etc.]. I believe their visit will contribute positively to their personal growth and understanding of [any relevant cultural or professional aspect].

I urge you to grant [Applicant's First Name] the necessary visa to facilitate their travel to Hong Kong. Should you require any further information or clarification, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Organization, if applicable]