

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

Hong Kong Immigration Department  
Immigration Tower, 7 Gloucester Road  
Wanchai, Hong Kong

Dear Sir/Madam,

Subject: Application for Extension of Stay in Hong Kong

I am writing to formally request an extension of my stay in Hong Kong. My current visa is set to expire on [expiry date], and I would like to extend my stay until [requested extension date] for [reason for extension, e.g., employment, study, family reunion].

I am currently residing at [your current address in Hong Kong] and have been living here since [date of arrival]. During this time, I have [briefly explain your stay in HK and any relevant activities, e.g., working, studying].

Enclosed with this letter are the following documents to support my application:

1. Completed application form for extension of stay
2. Copy of my current visa and passport
3. Proof of employment/study or any other supporting documents
4. [Any additional documents, if necessary]

I appreciate your consideration of my request, and I am hopeful for a positive response. Should you require any further information or documentation, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Yours sincerely,

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