

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

Immigration Department

Hong Kong Special Administrative Region

[Address of the Immigration Department]

Dear Sir/Madam,

Subject: Application for Visa Extension

I am writing to formally request an extension of my visa, which is set to expire on [expiry date]. My current visa type is [type of visa], and my visa number is [visa number].

I have been residing in Hong Kong since [start date], and I would like to extend my stay due to [brief explanation of reasons, e.g., work, study, family reasons]. I kindly request an extension of [desired duration of extension].

Enclosed are the supporting documents for my application, which include:

1. A copy of my passport
2. A copy of my current visa
3. Proof of [reason for extension, e.g. employment letter, school enrollment letter]
4. [Any other relevant documents]

I appreciate your attention to my request and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]