

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

Hong Kong Immigration Department  
[Address of the Immigration Department]  
[City, Postal Code]

Subject: Application for Visa Extension

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an extension of my visa (Visa Type: [Type of Visa], Visa Number: [Visa Number]) which is set to expire on [Expiration Date].

[Paragraph 1: Introduction]

I arrived in Hong Kong on [Arrival Date] to [briefly explain purpose of your visit, e.g., work, study, family visit]. Over this time, I have [briefly mention any notable achievements or contributions, e.g., completed projects, engaged in community activities, or given back to the community].

[Paragraph 2: Reasons for Extension]

The reason for my request for an extension is [clearly outline the reasons for needing more time, e.g., ongoing commitments, unfinished projects, health issues, family matters]. During my stay, I have [mention any relevant developments that justify the extension, e.g., received a job offer, ongoing studies, etc.].

[Paragraph 3: Commitment to Compliance]

I want to assure you of my intent to comply fully with the laws and regulations in Hong Kong. I am committed to [explain your plan to ensure compliance, e.g., maintaining legal employment, pursuing my studies diligently].

[Closing Paragraph]

I sincerely hope you will consider my request favorably and grant an extension to my visa, which will allow me to [restate your main reason for the extension briefly]. Thank you for considering my application. Please feel free to contact me should you require any further information or documentation.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]