

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Immigration Department]

[Address of Immigration Office]

[City, Postal Code]

Subject: Application for Hong Kong Visa Extension

Dear Sir/Madam,

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

Due to [brief explanation of the reason for extension, e.g., work commitments, family matters, etc.], I kindly ask for an extension of [desired duration of extension].

Attached are the necessary documents supporting my application, including [list of documents, e.g., employment letter, proof of residence, etc.].

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]