

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

Immigration Department  
Hong Kong Special Administrative Region  
[Address of Immigration Department]  
Hong Kong

Dear Sir/Madam,

Subject: Request for Extension of Visa

I hope this letter finds you well. I am writing to formally request an extension of my visa currently set to expire on [expiry date].

I arrived in Hong Kong on [arrival date] under a [type of visa, e.g., tourist/business/student] visa. My visa number is [visa number]. I have thoroughly enjoyed my time here and have been involved in [briefly describe activities or reasons for staying in Hong Kong].

The reason for my visa extension request is [explain the reason in detail, e.g., ongoing professional commitments, family reasons, medical issues, study extension, etc.]. I believe extending my stay will greatly benefit [mention any personal or professional reasons].

I have attached the following documents in support of my application:

1. A copy of my current visa
2. A valid passport copy
3. Proof of accommodation
4. [Any other relevant documents, such as a letter from an employer, school enrollment, financial statements, etc.]

I sincerely hope you will consider my request favorably. I greatly appreciate the opportunity to stay in Hong Kong and am committed to complying with all legal regulations during my extended stay.

Thank you for your time and understanding. I look forward to your positive response.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]