

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Department]
[Address of the Immigration Department]
[City, Postal Code]

Subject: Request for Extension of Visa

Dear Sir/Madam,

I hope this letter finds you well. I am writing to formally request an extension of my visa, which is set to expire on [Current Visa Expiry Date]. My details are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Visa Type: [Type of Visa]
- Visa Expiry Date: [Current Visa Expiry Date]

I am currently residing in Hong Kong for [reason for stay, e.g., study, work, family reunification], and I am requesting an extension due to [provide brief reason for extension, e.g., ongoing studies, work commitments, family reasons].

Furthermore, I have attached the necessary documents to support my visa extension request, including:

1. Copy of my passport
2. Current visa
3. Proof of accommodation
4. [Any other relevant documents]

I kindly request your understanding and support in considering my application for a visa extension. I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your time and consideration.

Sincerely,

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