

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

Dear [Recipient's Name or "Sir/Madam"],

Subject: Appeal for Visa Extension

I am writing to formally appeal for an extension of my visa, which is set to expire on [visa expiration date]. My current visa details are as follows:

- Visa Type: [Type of visa]
- Visa Number: [Visa number]

I am currently in Hong Kong for [brief explanation of purpose - e.g., work, study, family visit], and I wish to continue my stay due to [reason for extension request].

I have provided additional documentation to support my appeal, including [list of documents, e.g., employment letter, medical reports, proof of accommodation, etc.]. I believe that these documents demonstrate my genuine need for an extension.

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

Yours sincerely,

[Your Signature, if sending a hard copy]
[Your Name]