

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

Immigration Department
[Address of the Immigration Department]
Hong Kong

Subject: Request for Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my visa (Visa Type: [Your Visa Type]) which is due to expire on [Expiration Date]. My details are as follows:

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

I am currently residing in Hong Kong and have been engaged in [briefly describe your activities - work, study, family matters, etc.]. I believe that my continued presence in Hong Kong is essential for [provide compelling reasons for extension, such as ongoing projects, plans, commitments, or unexpected circumstances].

Due to [specific reasons, e.g., unforeseen circumstances, completion of important work, etc.], I kindly request an extension of my visa for an additional [number of months/years].

I have enclosed all necessary documents to support my application, including [list documents - e.g., proof of employment, financial statements, proof of residency, etc.].

Thank you very much for considering my application. I am hopeful for a positive response and am more than willing to provide any additional information or attend an interview if required.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Optional Attachments: List any documents you are including]