

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Immigration Department]

[Address of the Immigration Department]

[City, Zip Code]

Dear Sir/Madam,

Subject: Application for Visa Extension

I am writing to formally request an extension of my visa, which is due to expire on [expiry date]. I am currently in Hong Kong on a [type of visa] and wish to extend my stay for [number of months/weeks] for the purpose of [reason for extension, e.g., work, study, family visit, etc.].

I have enclosed the following documents to support my application:

1. A completed application form (ID 1)
2. A copy of my passport and current visa
3. Proof of financial means (e.g., bank statements)
4. Documents supporting my reason for extension (e.g., offer letter, medical documents, etc.)
5. Any additional documents required

I assure you that I will comply with all regulations and guidelines while in Hong Kong. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]