

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

[Immigration Department]  
[Address of Immigration Department]  
[City, State, Zip Code]

Subject: Application for Hong Kong Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my Hong Kong visa (Visa Type: [Type], Visa Number: [Number]), which is set to expire on [Expiration Date]. I am currently residing in Hong Kong for [purpose of stay, e.g., work, study, family visit] and would like to continue my stay for an additional [number of months/weeks].

Reason for Extension:

[Provide a brief explanation of the reasons for your extension request, including any new developments or changes in your situation.]

Supporting Documents:

1. Completed visa extension application form.
2. Copy of my passport and current visa.
3. [Any other relevant document, e.g., proof of employment, enrollment letter, etc.]

I would appreciate your consideration of my application and I am willing to provide any further information required.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]