

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

Dear Sir/Madam,

Subject: Request for Visa Extension

I hope this letter finds you well. My name is [Your Name], and I am currently residing in Hong Kong on a [specific visa type] that is set to expire on [expiration date]. I am writing to formally request an extension of my visa for [duration of extension needed] due to [reason for extension, e.g., studies, employment, family reasons].

During my time here, I have [describe any accomplishments, activities, or reasons why you wish to stay, e.g., completed a course, secured a job offer, family ties]. I believe that extending my visa will allow me to [mention any future plans or commitments].

Attached to this letter are supporting documents, including [list of documents, e.g., proof of employment, enrollment letters, bank statements, etc.]. I appreciate your consideration of my request and would be grateful for the opportunity to continue my stay in Hong Kong. Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature]

[Your Printed Name]