

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

The Immigration Department  
Government of Hong Kong Special Administrative Region  
[Address of the Immigration Department]

Dear Sir/Madam,

Subject: Application for Visa Extension

I hope this letter finds you well. I am writing to formally request an extension of my current visa status in Hong Kong, which is set to expire on [expiration date]. I am currently residing at [your address in Hong Kong] and have been living here since [date of arrival].

Having had the opportunity to experience the vibrant culture and dynamic environment of Hong Kong, I have developed a deep appreciation for this city. This extension is vital for me to [provide specific reason: e.g., continue my professional engagement with a local company, finish my studies at a university, complete a research project, etc.].

During my time here, I have demonstrated my commitment to respecting the laws and regulations of Hong Kong. [Mention any contributions to the community, workplace or cultural integration.] I am fully aware of the importance of complying with immigration policies and assure you that I will continue to honor these standards.

I kindly request the extension of my visa for [desired length of extension] to allow me to [reiterate the purpose]. I am willing to provide any additional information or documentation required to facilitate this process.

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

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]