

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

The Immigration Department
[Address of the Immigration Department]
[City, Postal Code]

Subject: Application for Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my visa in Hong Kong. My current visa, with the number [Visa Number], is due to expire on [Expiration Date].

I am currently residing at [Your Current Address] and have been in Hong Kong since [Date of Arrival]. The reason for my extension request is [explain your reason, e.g., ongoing work commitments, educational purposes, family reasons, etc.].

I have attached the necessary documents to support my application, including:

1. Copy of my passport
2. Current visa
3. Proof of [employment/education/family ties]
4. [Any other relevant documents]

I kindly ask for your consideration in granting my visa extension. I appreciate your time and attention to my request.

Thank you for your assistance.

Sincerely,
[Your Name]