

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

Dear Sir/Madam,

Subject: Application for Extension of Stay in Hong Kong

I am writing to formally request an extension of my visa, which is currently set to expire on [current visa expiration date]. I have been residing in Hong Kong for [duration of stay] and am seeking to extend my stay due to [reason for extension, e.g., continued employment, studies, family reasons].

[In this paragraph, briefly explain your current situation, including details about your employment or studies, and any relevant supporting information that justifies your request for an extension.]

Enclosed with this letter are the necessary documents to support my application, including:

1. [List of documents, e.g., copy of passport, current visa, employment letter, proof of financial means, etc.]
2. [Any additional supporting documents]

I appreciate your consideration of my request. I look forward to your positive response.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Hong Kong ID number (if applicable)]