

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

Immigration Department
Government of the Hong Kong Special Administrative Region
[Address of Immigration Department]
[City, Postal Code]

Subject: Request for Extension of Visa Duration

Dear Sir/Madam,

I am writing to formally request an extension of my visa duration. My current visa (Type: [type of visa]) is set to expire on [expiration date], and I would like to apply for an extension until [desired extension date].

My reasons for seeking this extension are as follows:

1. [Reason 1]
2. [Reason 2]
3. [Reason 3]

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

- Copy of my current visa
- Completed visa extension application form
- Proof of [additional documents, e.g., employment, accommodation, financial status]

I appreciate your consideration of my request and hope to receive a favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Visa/Passport Number]