

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

Immigration Department

[Address of Immigration Department]

[City, Postal Code]

Dear Sir/Madam,

Subject: Request for Visa Extension

I hope this letter finds you well. I am writing to formally request an extension of my visa in Hong Kong. My current visa is set to expire on [expiry date], and I would like to extend it due to [brief reason for extension, e.g., employment, study, personal reasons].

I have attached the necessary documents to support my request, including [list of documents, e.g., copy of current visa, proof of employment, financial statements, etc.].

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]