

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

Immigration Department
[Immigration Department Address]
[City, Postal Code]
Subject: Application for Visa Extension

Dear Sir/Madam,

I am writing to formally request an extension of my visa, which is due to expire on [expiration date]. My visa details are as follows:

- Name: [Your Name]
- Passport Number: [Your Passport Number]
- Current Visa Type: [Type of Visa]
- Visa Number: [Visa Number]

The reason for my visa extension request is [Explanation of why you need the extension, e.g., continued employment, study, family reasons, etc.].

I have been residing in Hong Kong since [date of arrival] and have complied with all the conditions of my current visa.

I have attached the following documents to support my application:

1. Copy of my current visa
2. [Additional document, e.g., employment letter, school enrolment letter, etc.]
3. [Any other relevant documents]

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

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]