

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

Hong Kong Immigration Department
[Immigration Department's Address]
[City, Postal Code]

Dear Sir/Madam,

Subject: Request for Visa Extension

I hope this letter finds you well. My name is [Your Name], and I am currently in Hong Kong holding a [type of visa] that is set to expire on [expiry date]. I am writing to formally request an extension of my visa due to [reason for extension, e.g., work commitments, family reasons, etc.].

During my time in Hong Kong, I have [briefly explain your activities and contributions, e.g., working for a specific company, engaging in community activities, etc.]. I am committed to [explain why you wish to continue residing in Hong Kong, e.g., growing my career, studying, etc.], and believe that extending my visa would allow me to achieve [specific goals or contributions].

I have attached [list any supporting documents, e.g., employment letter, financial statements, proof of residence, etc.] to support my application. I assure you that I will continue to adhere to the laws and regulations of Hong Kong during my stay.

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

Yours sincerely,

[Your Name]

[Your Signature if sending a hard copy]