

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

[Recipient's Name]  
[Department/Office Name]  
Hong Kong Immigration Department  
[Address of Immigration Department]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Visa Interview Appointment

I am writing to formally request an appointment for a visa interview in relation to my application for a Hong Kong visa, reference number [Your Application Reference Number].

I am planning to visit Hong Kong for [briefly state the purpose of your visit, e.g., tourism, business, study] from [start date] to [end date]. I have attached all necessary documents to support my application, including [list documents, e.g., passport copy, financial statements, invitation letter, etc.].

I appreciate your attention to my request and am looking forward to your prompt response. Should you require any additional information or documents, please do not hesitate to reach out to me.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]