

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Hong Kong Immigration Department/Consulate/Embassy]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa Interview

I hope this letter finds you well. I am writing to confirm my upcoming visa interview scheduled for [Date and Time] at [Location]. I appreciate the opportunity to present my application and provide any necessary documentation.

In preparation for the interview, I would like to outline my purpose for visiting Hong Kong and highlight my ties to [Your Home Country] to assure you of my intent to comply with all visa regulations.

I am looking forward to discussing my application further and addressing any questions you may have. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need to communicate anything prior to the interview.

Thank you for your attention to my application.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]