

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

[Recipient's Name]
[Recipient's Position]
[Consulate General of the Hong Kong Special Administrative Region]
[Consulate Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for a visa to Hong Kong. I have known [Applicant's Name] for [duration of acquaintance] in my capacity as [your relationship to the applicant - e.g., employer, colleague, mentor].

[Applicant's Name] has demonstrated exceptional qualities that make them a suitable candidate for a visa. [He/She/They] has [describe relevant skills, experiences, or characteristics that reflect positively on the applicant, e.g., strong professional background, cultural adaptability, etc.].

I am confident that [Applicant's Name] will contribute positively to [mention the purpose of the visit, such as work, education, or travel] in Hong Kong. [He/She/They] has a solid plan for [his/her/their] stay and will abide by all regulations during [his/her/their] time in your country.

Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for considering this recommendation.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]