

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Position/Title]
[Department/Office Name]
[Immigration Department or Relevant Authority]
[Office Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Request for Visa Interview

I hope this letter finds you well. I am writing to formally request a visa interview for my application for a Hong Kong visa. My application reference number is [Application Reference Number].

I have submitted all necessary documents, including [list any key documents submitted, e.g., passport, financial statements, etc.], and I believe my case is now ready for review.

I kindly request a convenient date and time for the interview at your earliest convenience. I am flexible with my availability and can accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]