

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

[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Embassy/Consulate Name]  
[Address]  
[City, State, Zip Code]

Subject: Support Letter for [Applicant's Name] - Hong Kong Visa Interview

Dear [Recipient's Name],

I am writing to support [Applicant's Name] in their application for a Hong Kong visa. I [Your relationship to the applicant, e.g., am a family member, friend, employer, etc.], and I have known [Applicant's Name] for [duration of time you have known the applicant].

[Provide a brief introduction of the applicant, including relevant background information such as their profession, purpose of visit to Hong Kong, and any other pertinent details.]

I want to assure you that [Applicant's Name] is a responsible individual who intends to abide by all regulations during their stay in Hong Kong.

[You may include additional information about the applicant's ties to their home country and the reason for their visit.]

Please feel free to contact me if you require any further information or clarification regarding this matter. I appreciate your consideration of [Applicant's Name]'s visa application.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position/Title (if applicable)]