

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Hong Kong Immigration Department]  
[Address of the Immigration Department]  
[City, Postal Code]

Dear [Recipient's Name],

Subject: Preparation for Hong Kong Visa Interview

I hope this letter finds you well. I am writing to confirm my upcoming visa interview scheduled for [insert date] at [insert time] at the Hong Kong Immigration Department. I would like to ensure that I am adequately prepared for the interview process.

In anticipation of the interview, I have been gathering the necessary documents, including:

1. Completed visa application form
2. Valid passport
3. Recent passport-sized photographs
4. Evidence of financial means
5. Supporting letters/documents related to my purpose of visit

Additionally, I would appreciate any guidance you could provide regarding topics that may be covered during the interview or any specific documents that are particularly important.

Thank you for your assistance, and I look forward to the opportunity to speak with you soon.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]