

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

[Recipient's Name]
[Recipient's Title]
[Immigration Department]
[Department Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Immigration Reference Letter for [Applicant's Name]

I am writing to provide a reference for [Applicant's Name], who is applying for [specific visa type or immigration status] in Hong Kong. I have known [Applicant's Name] for [duration of relationship] and can attest to their character, work ethic, and qualifications.

[Provide a brief paragraph highlighting your relationship with the applicant, including your background and how you know them.]

During our time working together at [Organization/Company Name], I observed [Applicant's Name] demonstrate remarkable [specific qualities or skills related to the application]. They consistently showed [mention any relevant experiences or achievements].

I fully support [Applicant's Name]'s application, as I believe they will contribute positively to [specific community, workplace, or field] in Hong Kong. I am confident that they will uphold the values and standards expected in your esteemed country.

Please feel free to contact me at [phone number] or [email address] should you require any additional information or clarification.

Thank you for considering this letter as part of [Applicant's Name]'s application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Your Organization, if applicable]