

[Your Name]

[Your Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Immigration Department]

[Address of Immigration Department]

[City, Postal Code]

Subject: Sponsorship Letter for [Name of the Sponsored Person]

Dear Sir/Madam,

I, [Your Full Name], residing at [Your Address], am writing this letter to formally sponsor [Name of the Sponsored Person], who is applying for [specific visa type, e.g., employment visa, family visa] to reside in Hong Kong.

I am currently employed as [Your Job Title] at [Your Company/Organization], and I am able to provide [financial support, accommodation, etc.] during [his/her/their] stay in Hong Kong.

[Optional: Briefly explain your relationship with the sponsored person and reason for sponsorship].

I assure you that I will responsibly fulfill my obligations as a sponsor and provide the necessary support for [Name of the Sponsored Person].

Thank you for considering this sponsorship application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]