

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Immigration Department]  
[Office Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Immigration Documentation for Hong Kong

I am writing to formally submit my application for immigration to Hong Kong. I have attached all the required documents as per the guidelines provided by the Immigration Department.

**\*\*Personal Information\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]

**\*\*Purpose of Immigration\*\***

[Briefly explain the purpose of your immigration, e.g., employment, education, family reunion, etc.]

**\*\*Attached Documents\*\***

1. Completed application form
2. Copy of my passport
3. Proof of financial means
4. [Additional documents as required]

I respectfully request you to process my application at your earliest convenience. Please feel free to contact me at the above email or phone number should you require further information or clarification.

Thank you for your attention to my application.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]