

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

Dear Sir/Madam,

Subject: Application for Hong Kong Expatriate Visa

I am writing to formally apply for an expatriate visa for Hong Kong. I am currently employed at [Your Company Name], where I hold the position of [Your Job Title]. My role requires me to [briefly describe your job responsibilities and why you need to be in Hong Kong].

I have attached the necessary documents to support my application, including:

1. A completed application form.
2. A valid passport copy.
3. Employment confirmation letter from [Your Company Name].
4. Proof of qualifications.
5. [Any additional documents relevant to your application].

I appreciate your attention to this matter and look forward to the opportunity to contribute to the [industry/sector] in Hong Kong.

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

Sincerely,

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