

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

Visa Application Office
Immigration Department
[Address of the Immigration Office]
Hong Kong

Dear Sir/Madam,

Subject: Application for Business Visa

I am writing to apply for a Business Visa to visit Hong Kong for business-related purposes. I am [Your Position] at [Your Company Name], which is based in [Your Country].

The purpose of my visit is to [briefly explain the reason for your visit, such as attending meetings, conferences, negotiating contracts, etc.]. I intend to stay in Hong Kong from [start date] to [end date].

Enclosed with this letter are the required documents to support my application, including:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Invitation letter from [Hong Kong company/organization]
- Proof of business registration or establishment

I kindly request your assistance in processing my application. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Thank you for your attention to my application. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]