

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

Subject: Visa Application for Hong Kong

Dear [Recipient's Name],

I am writing to formally apply for a [type of visa] to visit Hong Kong. I am a [your nationality] citizen and wish to travel to Hong Kong for [purpose of visit, e.g., tourism, business, study, etc.].

My planned dates of travel are from [start date] to [end date]. During my stay, I intend to [briefly explain plans, such as visiting specific places, attending meetings, etc.].

Enclosed with this letter, please find the necessary documents required for my application:

1. Completed visa application form
2. Passport photocopy
3. Recent passport-sized photographs
4. Proof of accommodation
5. Travel itinerary
6. Financial statement (if required)
7. [Any other supporting document]

I appreciate your consideration of my application and look forward to a favorable response. Should you require any additional information, please do not hesitate to contact me.

Thank you for your attention to my application.

Sincerely,
[Your Name]