

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

Immigration Department  
3rd Floor, Immigration Tower  
7 Gloucester Road  
Wanchai, Hong Kong

Subject: Application for [Specify the Type of Visa/Permit]

Dear Sir/Madam,

I am writing to submit my application for a [Specify Type of Visa/Permit] to reside in Hong Kong.

[Introduce yourself briefly, including your nationality, current occupation, and purpose of your stay in Hong Kong.]

[Explain the reason for your application, detailing any relevant background information, ties to Hong Kong, and supporting evidence.]

[Include any additional pertinent information that may strengthen your application, such as financial stability, previous visits to Hong Kong, or employment opportunities.]

I have enclosed all necessary documents to support my application, including:

1. [List of documents]
2. [List of documents]
3. [List of documents]

Thank you for considering my application. I look forward to your favorable response.

Sincerely,

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