

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Immigration Department]
[Address of the Immigration Authority]
[City, Postal Code]
Subject: Application for Dependent Visa

Dear Sir/Madam,

I am writing to formally apply for a dependent visa for my [relationship to applicant, e.g., spouse, child], [Dependent's Full Name], who currently resides in [Dependent's Current Country].

I am a [your occupation] holding a valid Hong Kong Identity Card (No: [Your ID Number]), and I am currently residing in Hong Kong. I would like to sponsor my [relation] to join me here in Hong Kong as a dependent.

The details of my [relation] are as follows:

- Full Name: [Dependent's Full Name]
- Date of Birth: [Dependent's Date of Birth]
- Nationality: [Dependent's Nationality]
- Passport Number: [Dependent's Passport Number]

I have attached the following documents to support this application:

1. Copy of my Hong Kong Identity Card
2. Proof of relationship (e.g., marriage certificate, birth certificate)
3. Proof of my income and employment (e.g., employment letter, pay slips)
4. Completed application forms
5. [Any additional documents required]

I appreciate your consideration of this application and hope for a favorable response. Please feel free to contact me at [your phone number] or [your email address] for any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title, if applicable]