

[Your Institution's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Education Verification for [Student's Full Name]

This letter is to confirm that [Student's Full Name], born on [Date of Birth], is a student at [Your Institution's Name]. [He/She/They] has been enrolled since [Date of Enrollment] and is currently pursuing [Degree Program/Course Title].

[Optional: Brief description of the program and any notable achievements or recognitions the student may have received.]

This verification is provided to assist in [Student's Full Name]'s application for a student visa to Hong Kong. Should you require any further information or verification, please feel free to contact our office at [Your Institution's Phone Number] or [Your Institution's Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Institution's Address]

[Your Institution's Phone Number]