

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

[Recipient Name]  
[Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Hong Kong Student Visa

I am writing to formally apply for a student visa to pursue my studies at [Institution Name] in Hong Kong. I have been accepted into the [Name of the Program/Course] starting on [Start Date].

I have enclosed the following documents to support my application:

1. A copy of my acceptance letter from [Institution Name].
2. A completed visa application form.
3. A valid passport copy.
4. Financial statements to demonstrate sufficient funds.
5. Proof of accommodation in Hong Kong.
6. Health insurance coverage details.

I appreciate your assistance in processing my visa application and am looking forward to your prompt response. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]