

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Name of the Institution]
[Institution's Address]
[City, Postal Code]

Dear [Recipient's Name],

Subject: Application for Student Visa - [Your Course/Program Name]

I am writing to formally request your assistance in obtaining a student visa for my studies in Hong Kong. I have been accepted into [Name of the Program] at [Name of the Institution], starting on [Start Date].

I will provide all necessary documents, including my acceptance letter, proof of financial support, and any additional information required for the visa application process.

I appreciate your support and guidance in this matter. Please let me know if you need any further information.

Thank you for your attention to my application.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]