

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Immigration Department]
[Address of the Immigration Department]
[City, Postal Code]

Dear [Recipient's Name],

Subject: Request for Accessibility Considerations in Visa Submission

I am writing to formally request assistance regarding my application for a Hong Kong visa. As an individual with [specific disability/condition], I would like to outline my specific accessibility requirements to ensure a smooth processing of my application.

[Briefly explain your disability or special needs, and outline any specific accommodations needed, such as large print documents, sign language interpretation, wheelchair access, etc.]

I appreciate your attention to this matter and look forward to your support in facilitating my visa application process. Should you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]