

[Your Name]
[Your Address]
[City, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Organization Name]
[Address]
[City, Zip Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa

I am writing to formally submit my application for a Hong Kong visa. The details of my application are as follows:

- Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Purpose of Visit: [e.g., Tourism, Business, Study]
- Duration of Stay: [Number of Days]
- Intended Date of Entry: [Date]

Enclosed with this letter are the required documents to support my application, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. Proof of accommodation
5. Financial statements
6. Any additional documents relevant to my application

I appreciate your attention to my application and look forward to your favorable response. Should you require any further information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]