

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title/Position, if known]  
[Department of Immigration]  
[Government of the Hong Kong Special Administrative Region]  
[Address of the Immigration Department]  
[City, Postal Code]

Dear [Recipient's Name/To Whom It May Concern],

Subject: Application for Hong Kong Visa

I am writing to formally apply for a visa to visit Hong Kong.

1. **\*\*Personal Information\*\***

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Contact Information: [Your Email and Phone Number]

2. **\*\*Purpose of Visit\*\***

[Briefly explain the reason for your visit, e.g., tourism, business, or family visit.]

3. **\*\*Duration of Stay\*\***

[Specify the intended duration of your stay and the dates of travel.]

4. **\*\*Supporting Documents\*\***

I have enclosed the following documents to support my application:

- Completed visa application form
- Passport-sized photographs
- Copy of my passport
- Travel itinerary
- Proof of accommodation
- [Any other relevant documents]

I appreciate your consideration of my visa application and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]