

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

[Recipient's Name]  
[Immigration Department / Visa Office]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name or "Sir/Madam"],  
Subject: Application for Hong Kong Visa

I am writing to formally submit my application for a Hong Kong visa to [state purpose, e.g., work, study, visit, etc.]. I am providing the following details and supporting documents as required:

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

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Nationality: [Your Nationality]
- Passport Number: [Your Passport Number]
- Duration of stay: [Intended Duration in Hong Kong]

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

- [Detail the reason for your visit and any relevant information about your trip.]

3. **\*\*Supporting Documents Attached\*\***

- Completed Visa Application Form
- Recent Passport-sized Photographs
- Copy of Passport Bio Page
- Financial Statement / Bank Statements
- Employment Letter / Acceptance Letter from Educational Institution (if applicable)
- Travel Itinerary / Hotel Booking Confirmation
- Any other required documents

4. **\*\*Contact Information\*\***

- Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification regarding my application.

Thank you for considering my application. I look forward to your positive response.

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