

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

[Consulate General of the People's Republic of China]
[Address of Consulate]
[City, State, Zip Code]

Dear Visa Officer,

Subject: Application for Hong Kong Visa

I am writing to apply for a [type of visa] to visit Hong Kong. My planned travel dates are from [start date] to [end date].

I am [brief introduction about yourself, e.g., your profession, purpose of visit]. The purpose of my visit is [state purpose clearly, e.g., tourism, business, study]. During my stay, I plan to [give a brief itinerary or activities you will engage in].

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Recent passport-sized photograph
3. Copy of my passport and any previous visa(s)
4. Proof of accommodation (hotel reservation/sponsorship letter)
5. Travel itinerary
6. Financial documents (bank statements, salary slips)
7. [Any other relevant documents]

I respectfully request the issuance of a Hong Kong visa and appreciate your consideration of my application. Thank you for your attention, and I look forward to your positive response.

Sincerely,

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