

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

Immigration Department
The Government of the Hong Kong Special Administrative Region
[Address of the Immigration Department]
Hong Kong

Subject: Application for Hong Kong Visa Processing

Dear Sir/Madam,

I am writing to formally submit my application for a Hong Kong visa. I am planning to visit Hong Kong for [specific purpose, e.g., tourism, business, study] from [start date] to [end date].

Enclosed with this letter are the necessary documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Photocopy of my passport
4. Proof of accommodation in Hong Kong
5. Flight itinerary
6. [Any other required documents]

I kindly request your assistance in processing my application at your earliest convenience. Should you need any further information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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