

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

Immigration Department
Hong Kong Special Administrative Region
[Address of Immigration Department]
[City, Zip Code]

Dear Sir/Madam,

Subject: Application for Hong Kong Visa

I am writing to formally apply for a Hong Kong visa to [state purpose of visit e.g., tourism, business, study]. I am planning to visit from [start date] to [end date], and would like to provide the necessary documents for your review.

[Briefly introduce yourself and state your background, including your nationality, occupation, and any relevant personal information that supports your application.]

The purpose of my visit is as follows:

[Explain the purpose of your visit in detail, including any events, meetings, or activities planned. Mention any connections you have in Hong Kong, if applicable.]

I have enclosed the following documents to support my application:

1. Completed visa application form
2. Passport-sized photograph
3. Copy of my passport
4. [List any additional documents such as proof of accommodation, travel itinerary, financial proof, invitation letter, etc.]

I kindly request your assistance in processing my application at your earliest convenience. Please feel free to contact me via email or phone should you require any further 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]