

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

[Date]
[Recipient's Name]
[Title]
[Department of Immigration]
[Address of the Immigration Office]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa

I am writing to formally apply for a visa to Hong Kong. I plan to visit from [start date] to [end date] for [purpose of visit, e.g., tourism, business, etc.].

Enclosed with this letter are the necessary documents, including:

- Completed visa application form
- Copy of my passport
- Passport-sized photographs
- Proof of accommodation
- Travel itinerary
- [Additional documents as required]

I kindly request your assistance in processing my visa application.

Should you need any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]