

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Hong Kong Visa

I am writing to formally apply for a Hong Kong visa for [purpose of the visit, e.g., tourism, business, study] from [start date] to [end date]. I plan to [briefly explain your activities and intentions during the stay]. As part of my application, I have attached the required documents, including:

1. Completed visa application form
2. Passport-sized photograph
3. Copy of my passport
4. [Any other supporting documents, e.g., invitation letter, travel itinerary, proof of accommodation, etc.]

I kindly request your assistance in processing my visa application. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

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