

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Visa Office Name]

[Visa Office Address]

[City, Zip Code]

Dear Sir/Madam,

Subject: Application for Hong Kong Visa

I am writing to formally request a visa to visit Hong Kong. My purpose of travel is [state purpose: tourism, business, study, etc.], and I plan to stay from [start date] to [end date].

[Provide a brief introduction of yourself, including your nationality, occupation, and any relevant background information.]

During my stay in Hong Kong, I intend to [explain your plans, such as visiting tourist attractions, attending meetings, etc.]. I have attached all necessary documents, including my [mention any documents: passport copy, travel itinerary, financial statements, sponsorship letter, etc.], to support my application.

I kindly ask for your assistance in processing my visa application at your earliest convenience. Please feel free to contact me if you require any further information.

Thank you for considering my request. I look forward to your positive response.

Yours sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]