

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Department of Immigration]
[Address of the Immigration Department]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Hong Kong Visa

I am writing to formally apply for a Hong Kong visa, as I wish to [briefly state the purpose of your visit, e.g., attend a business meeting, visit family, participate in a cultural exchange, etc.].

My intended travel dates are from [start date] to [end date]. During my stay, I plan to [briefly outline your plans in Hong Kong, e.g., meetings, sightseeing, etc.]. I have attached the necessary documents to support my application, including [list key documents such as passport copy, travel itinerary, financial statements, invitation letter, etc.].

I would appreciate your consideration of my application and look forward to your positive response. Should you require any further information or documentation, please do not hesitate to contact me at the above email or phone number.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]