

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Hong Kong Immigration Department]  
[Department Address]  
[City, Postal Code]

Dear Sir/Madam,

Subject: Support for Visa Application of [Applicant's Name]

I am writing to support the visa application of [Applicant's Name], who is seeking to visit Hong Kong from [start date] to [end date]. I hereby affirm that I will be responsible for [his/her/their] stay in Hong Kong. [Briefly describe your relationship with the applicant, e.g., friend, family member, colleague.]

During [his/her/their] visit, [Applicant's Name] plans to [briefly outline the purpose of the visit, e.g., tourism, business meetings, family visit]. I assure you that [he/she/they] will comply with all immigration regulations during [his/her/their] time in Hong Kong.

I will provide [Applicant's Name] with accommodation and financial support, if necessary, and ensure [he/she/they] returns to [his/her/their] home country after the visit.

Please find attached [any relevant documents, such as copies of your ID, proof of residence, etc.].

Thank you for considering this application. Should you require any further information, feel free to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]