

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

[Recipient's Name]  
[Recipient's Title]  
[Consulate General of the Hong Kong Special Administrative Region]  
[Consulate Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to apply for a visa to visit Hong Kong. My visit is planned for [insert dates], and the purpose of my trip is [briefly explain the purpose, e.g., tourism, business, family visit, etc.].

I have attached all necessary documents to support my application, including:

- A completed visa application form
- A valid passport with at least six months validity
- Recent passport-sized photographs
- Proof of travel arrangements (flight itinerary)
- Accommodation details (hotel booking or invitation letter)
- Proof of sufficient funds for my stay

I am looking forward to the opportunity to experience the rich culture and vibrant atmosphere of Hong Kong. Should you require any further information or documentation, please do not hesitate to contact me. Thank you for considering my application. I hope to receive a positive response soon.

Sincerely,  
[Your Name]