

Date: _____

Immigration Department
Visa Extension Unit,
No. 7 Gloucester Road,
Wan Chai, HK

Subject: Visa Extension for Domestic Helper

Reference No:

D.H. Contract No:

Dear Sir/Madam,

Referring to the forthcoming expiry of employment visa for my foreign domestic helper, I shall be most grateful if you would kindly arrange an extension of employment visa for finish contract for the captioned, as prescribed by our employment contract.

The above mentioned extension is derived from my domestic helper has not yet complete the contract as her passport just renewed from consulate and I would like to continue her service with us for she has proved to be qualified helper and has demonstrated a good degree of efficiency.

In case if you have any further queries, please do not hesitate to contact the undersigned at _____.

Thank you very much for your attention.

Yours Truly,

Employer:

HKID:

Helper:

HKID: