

Date :

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

Dear Sir/Madam,

Subject: Visa Extension for domestic helper (Contract No. _____)

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 one month for the captioned, as prescribed by our employment contract.

The above mentioned extension is derived from my new domestic helper has not yet arrived.

Furthermore, I also guarantee that I will not renew the contract with the captioned helper anymore after one month extension visa is completed.

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 No:

Helper:
HKID No: