

Date: \_\_\_\_\_

Senior Immigration Officer  
Entry Visa Section  
Foreign Domestic Helper Unit  
Immigration Department  
No.7 Gloucester Road,  
Wan Chai, Hong Kong

Immigration Reference Number: \_\_\_\_\_

Domestic Helper Contract Number: \_\_\_\_\_

Name of Domestic Helper: \_\_\_\_\_

Helper's Date of Birth: \_\_\_\_\_

(Items 2, 3 & 4 are application only in the absence of Immigration Dept. Ref. No.)

**Subject: Cancellation of a Foreign Domestic Helper**

Dear Sir/ Madam,

I refer to the application from us for an entry visa of the above name helper for Hong Kong. I regret to inform you that we would like to inform you we are canceling the captioned.

Please kindly update your records accordingly and advise us upon your receipt of our notice. In the event where any additional information is required, please do not hesitate to contact us by mail at the address stated below.

Thank you very much and we are looking forward to hearing from you soon.

Yours Sincerely,

\_\_\_\_\_

Name: \_\_\_\_\_

HKID: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_