

Date: _____

Entry Visa (Workers) Section
Foreign Domestic Helpers Unit
Immigration Department,
7 Gloucester Road, Wan Chai,
Hong Kong

RE: REQUEST FOR EARLIER APPROVAL OF VISA APPLICATION

Reference no:
Name of Applied Maid:
Passport No.:
Date of Birth

Dear Sir / Madam

We would like to request your good office to process and approve the captioned visa application of our applied maid as soon as possible.

Since _____

We urgently need the captioned applied maid to take care _____
And to perform the general household duties including cleaning the house , washing clothes , marketing the food , cooking , ironing , etc..

We really hope that your esteem office would take special attention of the captioned visa application and approve the visa application as soon as you can and inform us to collect the visa form your office either by phone or by letter.

For any query, please do not hesitate to contact the undersigned on _____.

Thank you very much for your assistance.

Yours faithfully,

Employer:

HKID:
Contact Tel:
Attached copy of