

To: Immigration Officer  
Immigration Department  
No.7 Gloucester Road,  
Wan Chai, Hong Kong  
6/F , Immigration Tower

Attn : Visa Extension Section

**RE: Renew contract**

This is to inform that I, \_\_\_\_\_ holder of the  
HKID No. \_\_\_\_\_, has employed a Domestic Helper named  
\_\_\_\_\_ HKID No. \_\_\_\_\_ The  
Employment Contract No. \_\_\_\_\_ will be finished on  
\_\_\_\_\_ we both like to **Renew the Employment Contract** .

Therefore I would like to request in your good office to grant an extension of her visa.  
Your approval on the above request is highly appreciated.

**Respectfully yours.**

\_\_\_\_\_  
Name : \_\_\_\_\_  
HKID No. : \_\_\_\_\_ ( )