

Controller of Immigration
Singapore

Date: _____

Dear Sir

LETTER OF INTRODUCTION FOR VISA APPLICATION

The applicant for the visa, _____ (name of applicant) of _____ (country/place), holder of passport/travel document no. _____ is coming to Singapore from _____ (country/place of embarkation) for the purpose of _____ (e.g., holiday, transit, business, meeting, exhibition, visiting friends & relatives, employment, education; for others, please specify). The applicant is my _____ (e.g., father, mother, brother, sister, son, daughter, spouse, business partner; for others, please specify).

Yours faithfully

Only for application where Local Contact is an individual:

Signature of Local Contact

NRIC (Pink / Blue) No

Name of Local Contact

Contact Number

Address of Local Contact

Email Address

Only for application where Local Contact is a company:

Signature of person acting on behalf of the company/firm

Unique Entity Number (UEN) of the company/firm

Name, NRIC No. and Designation/Capacity

Contact Number

Company Name and Address

Email Address