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