

To  
The Visa officer,  
Singapore High Commission,  
Chennai.

Dear Sir,

This is to inform that I Mr.Balaji along with my family am planning to visit Singapore for tourist purpose from 21st March, 2016 to 26<sup>th</sup> March, 2016.

Name.	Passport No
1.Balaji Ramakrishnan	J5687134
2.Renuka Balaji	L8329094
3.Ramya Balaji	L8331205
4.Ramesh Balaji	L8329440

All expenses towards this will be borne by me. Enclosed please find all relevant documents for visa processing.

Kindly grant us a tourist Visa and oblige.

Thanking You

Yours Faithfully

Balaji Ramakrishnan