

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

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**Only for application where Local Contact is a company:**

*priyarajendran*  
\_\_\_\_\_  
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