

Controller of Immigration
Singapore

Name of Local Contact : _____

Address : _____

Telephone No. : _____

Date : _____

Dear Sir

LETTER OF INTRODUCTION FOR VISA APPLICATION

The applicant for the visa, _____ (*name of applicant*), of _____ (*country*), holder of passport / travel document no. _____ is coming to Singapore from _____ (*country 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

Only for application where Local Contact is a company

Signature of person acting on behalf of the company / firm

Name, NRIC No and Designation / Capacity

Official Stamp & Unique Entity
Number (UEN) of company / firm