To, Date: dd/mm/yyyy

The visa officer,

Consulate General of the Republic of Singapore.

Chennai.

Sub: Singapore Tourist Visa requirement

I Mr. xxxxxxxx xxxxx holding Indian Passport number xxxxxxx would like to travel to Singapore for tourism purpose. Scheduled travel dates are dd/mm/yyyy to dd/mm/yyyy.

If anyone is accompanying for the trip add their details in below format.

During my trip to Singapore below applicants will also accompany me during this trip.

|  |  |  |
| --- | --- | --- |
| **Name** | **Passport No** | **Relation** |
|  |  | Spouse |
|  |  | Son |
|  |  | Daughter |
|  |  | Friend |

All the travel expenses including visa, flight, accommodation, meal, local transportation and Travel Insurance will be borne by me for this trip.

Post completion of the above said trip we will ensure we return back to India as per the scheduled return travel date.

We have enclosed the necessary documents as per the checklist for your reference. We will be obliged if you consider the application and grant necessary at your earliest.

Please feel free to contact undersigned for any further information that may be required to process the Visa application.

Thank you,

Yours Sincerely,

Name –

Phone number –

Email Id-