

Controller of Immigration  
Singapore

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

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Address of Local Contact

\_\_\_\_\_  
Email Address

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**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 and Designation/Capacity

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Company Name and Address

\_\_\_\_\_  
Email Address