

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

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**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 of company / firm