

Date:

To,  
The Visa Officer,  
The Consulate General of Singapore  
<<Chennai/ Mumbai/ Delhi>>

Dear Sir / Madam,

**Sub. : Request for Issuance of Tourist Visa**

I the undersigned xxxxxxxxxxxx bearing Indian passport number xxxxxxxx, wish to visit your country for tourism purpose.

I'll be travelling along with my wife..... passport number..... and daughter ..... holding Indian passport number.....

I am currently employed as ..... from ..... and my wife is employed at ..... since ..... as.....

I plan to visit Singapore from ..... to .....

All travel arrangements for the tour have been made. I am holding return air tickets and hotel confirmation in accordance with requirements.

All the expenses pertaining to the travel will be borne by us.

All relevant documents along with duly filled visa form are enclosed for your perusal.

Thanking you

Yours sincerely,

xxxxxxxxxxxxxxxxxxxxxxxxx