To, Date: dd/mm/2022

The Visa Officer,

Consulate General of Singapore,

Chennai.

Sub: Request for Issuance of Business visa

Dear Sir/Madam,

We would like to inform you that our company XXXXX (DESIGNATION) - Mr. XXXXX would like to visit to attend an Exhibition (purpose of visit) xxxxxxx. He will be traveling from 00/00/2014 to 00/00/2014. During his visit all travel expenses will be borne by the company. Please find herewith his passport details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Passport No. | Place of Issue | Date of Issue | Date of Expiry |
| Mr. xxxxx | xxxxx | xxxx | Dd/mm/yyyy | Dd/mm/yyyy |

Please find enclosed necessary documents- Passport, application form, photograph, Invitation letter, hotel voucher, financial documents, travel insurance policy and return air ticket copy etc for your kind ready reference.

We would appreciate if you could grant him a Business entry visa for the maximum period as he will be travelling multiple times to Singapore for business.

Thanking for you,

Yours truly,

**For, xxxxxxxxx (company name)**

**Mr. xxxxxxx**

**Xxxxxxx (designation)**