

[Your Name]

[Your Address]

[City, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance with my work visa application for employment in Singapore. I have been offered a position as [Job Title] at [Company's Name], which aligns perfectly with my skills and experience in [Your Field/Industry].

The role requires [briefly describe responsibilities or requirements], and I am excited about the opportunity to contribute to your esteemed organization. As per the job offer, my employment is set to commence on [Start Date], and I believe obtaining the necessary visa is crucial to ensure a smooth transition.

I have attached all required documentation, including my job offer letter, qualifications, and identification, to facilitate the processing of my application. Please let me know if you require any additional information or support from my end.

Thank you for your attention to this matter. I look forward to your prompt response and guidance as I navigate this process.

Sincerely,

[Your Name]

[Your Signature - if sending a hard copy]