

[Your Name]
[Your Address]
[City, Postal Code]
[Email Address]
[Phone Number]
[Date]
[Consulate/Embassy Name]
[Consulate/Embassy Address]
[City, Postal Code]

Dear Sir/Madam,

Subject: Application for Singapore Visa

I am writing to apply for a visa to visit Singapore for [purpose of visit, e.g., tourism, business, etc.], from [start date] to [end date]. I have attached the necessary documents including [list documents, e.g., passport copy, application form, photographs, travel itinerary, etc.]. I kindly request your assistance in processing my visa application. Should you need any further information, please feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,
[Your Name]