

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Visa Application Center Address]

[City, State, Zip Code]

Subject: Explanatory Letter for Singapore Visa Application

Dear Sir/Madam,

I am writing to provide additional information regarding my application for a Singapore visa, submitted on [application date]. I am excited about the opportunity to visit Singapore for [purpose of visit, e.g., tourism, business, visiting family, etc.] from [start date] to [end date].

Purpose of Visit:

I intend to [briefly explain your purpose of visit, such as attending a conference, exploring tourist attractions, visiting family, etc.]. During my stay, I plan to visit [mention key places or events you plan to attend].

Travel Itinerary:

I have attached my detailed travel itinerary, including flight details and accommodation arrangements. I will be staying at [hotel/place of stay] during my visit.

Financial Support:

I have sufficient funds to support my stay in Singapore, as evidenced by the attached bank statements. I will also provide [mention any sponsorship or support if applicable].

Ties to Home Country:

I am currently employed at [your company/organization name], where I hold the position of [your job title]. I have also included a letter from my employer confirming my leave and intention to return.

I assure you that I will adhere to all the regulations and terms of my visa while in Singapore.

Thank you for considering my application. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]