

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Immigration and Checkpoints Authority]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Application for Singapore Visa

I am writing to formally submit my application for a [type of visa, e.g., tourist visa, work visa] to visit/stay in Singapore. My intended travel dates are from [start date] to [end date].

The purpose of my visit is [briefly explain reason, e.g., tourism, business meetings, etc.]. During my time in Singapore, I plan to [provide details about your itinerary or purpose].

Enclosed please find the following documents to support my application:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of my passport
4. [Any additional documents, e.g., itinerary, invitation letter, proof of accommodation, financial statements]

I appreciate your consideration of my application. Should you require any further information or documents, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to a favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]