

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to recommend [Applicant's Name] for the Singapore visa application. I have known [him/her/them] for [duration] in my capacity as [your relationship to the applicant].

During this time, I have witnessed [Applicant's Name]'s [specific qualities, skills, or experiences that relate to the visa application].

[He/She/They] has consistently demonstrated [characteristics relevant to the application, e.g., reliability, professionalism, cultural adaptability].

[Provide specific examples or anecdotes that support your recommendation.]

Given [his/her/their] outstanding qualities and commitment, I am confident that [Applicant's Name] will be a valuable addition to the Singapore community. I strongly endorse [his/her/their] application and believe [he/she/they] will contribute positively.

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for considering this application.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position/Title, if applicable]

[Your Organization, if applicable]