

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Ministry of Manpower]
[Address of the Ministry]
[City, State, ZIP Code]

Subject: Application for [Type of Visa] Visa

Dear [Recipient's Name],

I am writing to formally submit my application for a [Type of Visa] visa to work in Singapore.

I have attached the necessary documents, including:

1. Completed visa application form
2. Copy of my passport
3. Employment offer letter from [Company Name]
4. [Any other supporting documents]

As a [Your Occupation/Position], I believe that my skills and experience align well with the needs of [Company Name] and will contribute positively to the Singaporean workforce.

I appreciate your consideration of my application and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]