

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

[Visa Office Address]  
[City, State, Zip Code]

Subject: Request for Singapore Visa

Dear Sir/Madam,

I am writing to formally request a visa to visit Singapore. My details are as follows:

- Full Name: [Your Full Name]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]
- Purpose of Visit: [State purpose, e.g., tourism, business, etc.]
- Duration of Stay: [Specify dates]

I have attached the necessary documents, including:

1. Completed visa application form
2. Passport-sized photographs
3. Copy of passport
4. Proof of travel itinerary
5. Financial statements

I kindly request your assistance in processing my visa application.

Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]