

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

[Recipient's Name]
[Recipient's Position]
[Embassy/Consulate Name]
[Embassy/Consulate Address]
[City, Postal Code]

Dear [Recipient's Name],

Subject: Application for Singapore Visa

I am writing to formally apply for a visa to visit Singapore for [mention purpose: tourism, business, etc.] from [start date] to [end date].

I have attached the required documents, including:

1. Completed visa application form
2. Passport-size photographs
3. Copy of my passport
4. Travel itinerary
5. Proof of accommodation
6. Financial statements

I appreciate your attention to this matter and look forward to your favorable response.

Thank you for your consideration.

Sincerely,

[Your Name]