

Date: dd/mm/yyyy

To:  
The Visa Officer  
Consulate General of Singapore  
Chennai

**Dear Sir / Madam,**  
**Subject: Issuance of Tourist Visa.**

I, XXXXXX , holder of Indian passport No.V1234567 along with my WIFE MRS. XXXXXXXX holder of Indian passport No M1234567 , my SON MR.XXXXXX , holder of Indian passport No.W1234567, wishB to travel to your esteemed country for tourist purpose from DD/MM/ YYYY to DD/ MM/ YYYY and. (travelling from India - Singapore - Malaysia – Singapore – India please mention the detail itinerary)

I am working as MANAGER in ABC technology services India LTD and getting annual income **SGD \$**

Enclosed please find the visa form and the relevant documents required for your kind perusal.

All the relevant expenses will be borne by me, and I assure that we will return to our home country as per the above-scheduled dates before the expiry of the Visa.

I request to kindly grant us a necessary multiple entry visa.

Thanking you,  
Yours Sincerely,

Name:  
Email:  
Mob no: