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To,

Consulate of Spain

7 Temasek Blvd #39-00 Suntec Tower
One, Singapore 038987

Feb 25, 2023

Subject: Approval of my Business Visa with Spanish Consulate

Dear Sir/Madam,

I would like to visit Spain for business between May 17, 2023 and May 21, 2023 .

Travel Purpose: Business meet

As Singapore citizen, I need to get a Business Visa for the same. This would explain the details of my trip and make a case for the issuance of my visa.

- **May 17, 2023 : Introduction of Company profile**
- **May 18, 2023 : Team Discussion**
- **May 19, 2023 : Plan to achieve goals**
- **May 20, 2023 : Seminars**
- **May 21, 2023 : Party**

I am currently working at Star Consultant as Manager I am the bearer of the expense of this trip

I am following the requirements as mentioned on the Spanish consulate website.

Please find enclosed the following documents to support my Business Visa application :

- **Duly filled visa application form**
- **Proof of my leave approval from my employer**
- **Original and copy of my passport with minimum 6 months validity**

- **Proof of a healthy business relationship between my company and the inviting company**
- **Invitation letter from the inviting company in your country.**
- **Photos as per visa specification**
- **My employment contract**

I trust you will find that everything is in order. If you need to contact me for further clarification or additional details on my application my details are below.

I look forward to hearing from you.

Sincerely,

_____ Date: Feb 25, 2023

(Robert)

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