

To,

Consulate of Estonia

260 Orchard Rd, #07-01, Singapore
238855

Mar 15, 2023

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Subject: Approval of my Business Visa with Estonians Consulate

Dear Sir/Madam,

I would like to visit Estonia for business between Aug 15, 2023 and Aug 19, 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.

- **Aug 15, 2023 : Determine the goal and if it requires a meeting**
- **Aug 16, 2023 : Create a preliminary agenda**
- **Aug 17, 2023 : Choose a place and time**
- **Aug 18, 2023 : Solicit advice and opinions**
- **Aug 19, 2023 : Finalize the agenda and send out resources**

I am currently working at OSK Metals as CEO I am the bearer of the expense of this trip

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

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

- **Bank statement from my sponsorer for this trip.**
- **Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site**

- Proof of my leave approval from my employer
- My employment contract
- Fully paid round trip flight ticket
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Attested bank statement of last 6 months
- Photos as per visa specification
- Hotel bookings made for this trip.
- Duly filled visa application form
- Proof of visa fee paid.
- Proof of a healthy business relationship between my company and the inviting company
- My latest ITR which have been filed till date
- Rental Agreement for the duration of my stay.
- Proof of Invitation from my host
- Original and copy of my passport with minimum 6 months validity
- Invitation letter from the inviting company in your country.

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: Mar 15, 2023

(Leena)

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