

To,

Consulate of Latvia

20 Upper Circular Road #B1-25 (S, The
Riverwalk, Singapore 058416

Mar 11, 2023

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Subject: Approval of my Tourist Visa with Latvian Consulate

Dear Sir/Madam,

I would like to visit Latvia for tourism between Jul 1, 2023 and Jul 5, 2023 .

Travel Purpose: Tourism

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

- **Jul 1, 2023 : Riga**
- **Jul 2, 2023 : Jurmala**
- **Jul 3, 2023 : Daugavpils**
- **Jul 4, 2023 : Sigulda**
- **Jul 5, 2023 : Bauska**

I am currently working at Singtel as HR Director I am the bearer of the expense of this trip

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

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

- **Original and copy of my passport with minimum 6 months validity**
- **Duly filled visa application form**
- **My latest ITR which have been filed till date**

- **Proof of my leave approval from my employer**
- **Travel Itinerary during my trip as mentioned above.**
- **Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.**
- **My employment contract**
- **Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site**
- **Photos as per visa specification**

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 11, 2023

(Xavier)

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