

To,

Consulate of Singapore

No 73, 00200 Sir James Pieris Mawatha,
Colombo 00200, Sri Lanka

Mar 31, 2023

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Subject: Approval of my Transit Visa with Singaporean Consulate

Dear Sir/Madam,

I would like to visit Singapore for transit between Oct 20, 2023 and Oct 21, 2023 .

Travel Purpose: Visiting

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

I am currently working at LOLC Holdings as Chief Officer I am the bearer of the expense of this trip

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

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

- **My latest ITR which have been filed till date**
- **Bank statement from my sponsorer for this trip.**
- **Attested bank statement of last 6 months**
- **A valid visa to my destination country**
- **Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.**
- **Hotel bookings made for this trip.**
- **Duly filled visa application form**

- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Proof of Invitation from my host
- My employment contract
- Proof of my leave approval from my employer
- Proof of visa fee paid.
- Rental Agreement for the duration of my stay.
- Original and copy of my passport with minimum 6 months validity
- Fully paid round trip flight ticket
- Flight ticket to the final country I am travelling
- 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 31, 2023

(Padman)

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