

To,

Consulate of Slovenia

101 Cecil St, #09-03 LW Enterprises Pte.
Ltd., Singapore 069533

Mar 20, 2023

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Subject: Approval of my Business Visa with Slovenian Consulate

Dear Sir/Madam,

I would like to visit Slovenia for business between Jul 30, 2023 and Aug 3, 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.

- **Jul 30, 2023 : Define results first**
- **Jul 31, 2023 : Identify the meeting's time frame**
- **Aug 1, 2023 : List the meeting's topics**
- **Aug 2, 2023 : Allot time frames by topic**
- **Aug 3, 2023 : Plan participation strategies to address each topic**

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

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

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

- **Proof of a healthy business relationship between my company and the inviting company**
- **Photos as per visa specification**
- **Proof of Invitation from my host**

- Duly filled visa application form
- My latest ITR which have been filed till date
- Invitation letter from the inviting company in your country.
- Hotel bookings made for this trip.
- Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site
- Attested bank statement of last 6 months
- Proof of my leave approval from my employer
- My employment contract
- Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.
- Original and copy of my passport with minimum 6 months validity
- Bank statement from my sponsorer for this trip.

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 20, 2023

(Levi)

Ph : 57444119033

Email: levis@gmail.com