

To,

Consulate of Germany

50 Raffles Pl, #12-00 Singapore Land
Tower, Singapore 048623

Feb 17, 2023

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Subject: Approval of my Business Visa with German Consulate

Dear Sir/Madam,

I would like to visit Germany for business between Mar 17, 2023 and Mar 22, 2023 .

Travel Purpose: business meeting

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.

- **Mar 17, 2023 : land in berlin**
- **Mar 18, 2023 : attend meeting with me team**
- **Mar 19, 2023 : go for a team lunch and explore the places around**
- **Mar 20, 2023 : go to the nearby famous places**
- **Mar 21, 2023 : attend a meeting with the ceo of company**
- **Mar 22, 2023 : returns home**

ceo I am the bearer of the expense of this trip

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

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

- **Travel Insurance for the duration of my stay as per visa specifications mentioned on the consulate site**
- **Flight itinerary from an agent. The itinerary will be ticketed once visa is approved.**

- Invitation letter from the inviting company in your country.
- Attested Bank Statement for the last 6 months
- Proof of a healthy business relationship between my company and the inviting company
- Duly filled visa application form
- Hotel bookings made for this trip.
- My business license/ incorporation

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 17, 2023

(sarah carens)

Ph : 58465816566

Email: sarah@gmail.com