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To,

**Consulate of Canada**

One George St, #11-01, Singapore  
049145

**Apr 6, 2023**

**Subject: Approval of my Business Visa with Canadian Consulate**

Dear Sir/Madam,

I would like to visit Canada for business between Sep 29, 2023 and Oct 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.

- **Sep 29, 2023 : Clarify Aim/Purpose**
- **Sep 30, 2023 : Assign Roles**
- **Oct 1, 2023 : Review Agenda**
- **Oct 2, 2023 : Review meeting record**
- **Oct 3, 2023 : Evaluate**

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

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

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

- **Rental Agreement for the duration of my stay.**
- **Fully paid round trip flight ticket**
- **Proof of visa fee paid.**

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

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: Apr 6, 2023

*(Bingwen)*

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