

 **HOW TO USE THIS TEMPLATE:** Fill in all the blank fields below with the host's (Singapore-based person's) actual information. Fields are shown as underlined blanks with a label in grey. Print the completed letter on plain white paper. The host must sign it with a wet-ink signature. Attach the supporting documents listed at the bottom.

From:Name: Host's Full Legal NameNRIC / FIN No: NRIC or FIN NumberAddress: Full Singapore Address with Postal CodePhone: Contact Number Email: Email AddressDate: DD / MM / YYYY**To:**

The Visa Officer

Immigration & Checkpoints Authority (ICA)

Republic of Singapore

LETTER OF INVITATION FOR VISIT VISA APPLICATION**Subject:** Invitation for Visitor's Full Name as per Passport,Passport No: Passport Number

Dear Sir/Madam,

I, Host's Full Name, a Singapore Citizen / PR / EP Holder (NRIC/FIN: Number), currently residing at Full Singapore Address, am writing to formally invite my Relationship (e.g., friend, sister, cousin), Visitor's Full Name, to visit me in Singapore.

Visitor Details:

- Full Name (as per Passport): Visitor's Full Name
- Date of Birth: DD / MM / YYYY
- Nationality: e.g., Indian

- Passport Number: Passport Number
- Passport Valid Until: Expiry Date

Purpose of Visit:

The purpose of this visit is e.g., family reunion, tourism, attending a wedding.

Visit Duration:

- Arrival Date: DD / MM / YYYY
- Departure Date: DD / MM / YYYY
- Total Duration: Number days

Accommodation & Financial Responsibility:

During their stay, Visitor's Name will reside at my above-mentioned address. I confirm that I will provide accommodation / accommodation and daily expenses / accommodation only for the duration of their visit.

Undertaking:

I confirm that Visitor's Name will comply with all immigration laws and regulations of the Republic of Singapore and will depart Singapore before the expiry of the authorized stay period. I take full responsibility as the local host for this visit.

Enclosed Supporting Documents:

- Copy of my Singapore NRIC / Passport / Employment Pass
- Proof of residential address (utility bill or tenancy agreement)
- Proof of relationship (e.g., birth certificate, photos, correspondence)
- Bank statement (if sponsoring financially) — *optional*

I respectfully request that the visa application of Visitor's Full Name be favorably considered. Please feel free to contact me at the details provided above should you require further information.

Yours faithfully,

Host's Signature (wet-ink, original)

Name: _____

NRIC/FIN: _____

Date: _____

Template by ExpressVisaSG (www.expressvisasg.com) — Singapore Visa Specialists for Indian Citizens.
Last updated: May 2026. Please verify with your visa consultant that the format meets current ICA requirements before submission.