

Controller of Immigration  
Singapore

Name of Local Contact : SPMS  
Nanyang Technological University

Address : SPMS-04-01, 21 Nanyang Link  
Singapore 637371

Telephone No. : (65) 65138459

Date : \_\_\_\_\_

Dear Sir

**LETTER OF INTRODUCTION FOR VISA APPLICATION**

The applicant for the visa, \_\_\_\_\_ (*name of applicant*), of \_\_\_\_\_ (*country*), holder of passport / travel document no. \_\_\_\_\_ is coming to Singapore from \_\_\_\_\_ (*country of embarkation*) for the purpose of CONFERENCE (*e.g., holiday, transit, business, meeting, exhibition, visiting friends & relatives, employment, education; for others, please specify*). The applicant is my research partner (*e.g., father, mother, brother, sister, son, daughter, spouse, business partner; for others, please specify*).

Yours faithfully

**Only for application where Local Contact is an Individual**

\_\_\_\_\_  
Signature of Local Contact

\_\_\_\_\_  
NRIC (Pink / Blue) No.

\_\_\_\_\_  
Name of Local Contact

**Only for application where Local Contact is a company**

\_\_\_\_\_  
Signature of person acting on behalf of the company / firm

\_\_\_\_\_  
Name, NRIC No and Designation / Capacity

\_\_\_\_\_  
Official Stamp & Unique Entity Number (UEN) of company / firm