

To Immigration & Checkpoints Authority Singapore,

Re: Explanation Letter for Visa Application

Name: \_\_\_\_\_

Nationality: \_\_\_\_\_

Travel Document No: \_\_\_\_\_

Purpose of Visit: \_\_\_\_\_

Date of Arrival in Singapore: \_\_\_\_\_

Date of Departure from Singapore: \_\_\_\_\_

Dear Sir or Madam

I would like to submit this letter instead of V39A because

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that without V39A (Letter of Introduction), my visa application may be delayed and could possibly be rejected.

I will never be a public burden during my stay in Singapore and never cause you trouble of any kind, financial or otherwise.

Therefore, I would appreciate it very much, if you could approve my visa application.

Sincerely,

\_\_\_\_\_  
Signature of applicant

DATE :