To,

The Visa Officer

COUNSULATE GENERAL OF THE REPUBLIC OF SINGAPORE

Chennai

No objection / Leave letter for Mr.xxxxxxxxxxxxxxx

Dear Sir/Madam,

This letter is to confirm that Mr. xxxxxxxxxx Passport No.K12345567 is a Managing Partner at ABC.

Mr. XXXXXXXXXXXXXXXX has expressed interest in visiting Singapore on a tourist visa. Our company has no objection regarding XXXXXXXXXX visit to Singapore and his for a period of month (12 Jan 2017 and 20 Jan 2017).

This is not an officially sponsored trip.

Please feel free to contact ABC if you require any further information.

Sincerely,

Hr or proprietor name

Proprietor of ABC

Ph – 00000000000

Email – abc@gmail.com