

**** COMPANY LETTERHEAD ****

DATE

Visa Officer

Embassy of the Republic of Korea to the Republic of Singapore

47 Scotts Road, #16-03/04, Goldbell Towers, 228233

SUBJECT: APPLICATION FOR TOURIST VISA

This serves to certify that the below named visa applicant is an employee of

Our company.

Applicant: <EMPLOYEE'S NAME>

Nationality: <NATIONALITY>

Passport No.: <PASSPORT NO.>

Joined Date: <MONTH/YEAR>

Designation: <POSITION>

Current Monthly Salary: <\$\$SALARY>

The visa applicant will be going to Korea for *(delete where applicable)* ***vacation**

/ *business trip (briefly describe purpose of business trip) from DD/MM/YY

To DD/MM/YY.

☆ *Select an appropriate paragraph below:*

***The expenses to be incurred during this trip will be entirely borne by**

The company.

***The expenses to be incurred during this trip will be entirely borne by the**

Visa applicant.

<SIGNATURE OF COMPANY ADMINISTRATOR>

FULL NAME

DEPARTMENT / DESIGNATION

CONTACT NUMBER