

**\*\* COMPANY LETTERHEAD \*\***

**DATE**

**Visa Officer**

Embassy of the Republic of Korea in 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: <S\$\$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**