Date : 00/00/000

To,

 The Taipei Representative Office in Singapore

460, Alexandra Road

#23-00 PSA Building

Singapore 119963

**Dear Sir/Madam,**

**Sub: Visa Request for xxxxxxxxx**

This is to certify that the above mentioned name is my domestic helper and she is under my sponsorship in Singapore.

We will be traveling to Taiwan for a short holiday starting from 00/00/0000 until 00/00/0000 . All the expenses of the said travel will be borne by me.

Attached is my passport copy , IC copy and bank statement for your reference.

Should there be any further documents needed, please feel free to contact me.

 Please assist her in getting the necessary visa.

**Sincerely,**

Name : xxxxx

Contact: +65000000000