**<<DATE>>**

To the Embassy of Italy, Consular Section:

I am writing this letter on behalf of **<<HELPER NAME >>** and her application for the Schengen tourist visa to Europe from **<<DATES OF TRIP>>**.

My name is **<<NAME>>** and I am **<<HELPER’S NAME>>**’semployer here in Singapore. She is our domestic helper at **<<SINGAPORE HOME ADDRESS>>**. She has worked for us for **<<LENGTH OF EMPLOYMENT>>** years. **<<HELPER NAME>>** has helped raise our daughter since she was born, and we consider her a beloved part of our family.

In March, our family will be traveling to Europe for a family vacation and to meet up with some of our relatives from the United States. Our point of entry to Europe will be <<**XXXX>>**, where we will fly from Singapore on **<<DATE OF DEPARTURE>>** (arriving on **XXX**), but we will spend the majority of our trip in Italy (**<<XX>>** days, from **<<DATE OF STAY>>**).

We would like to bring **<<HELPER NAME>>** along on this vacation so she can see the marvelous sights of Europe. We will be spending Easter in Rome, and as **<<HELPER>>** is a devout Catholic, we would love for her to be able to experience the holiest holiday in such a sacred place. She will not be expected to work during the trip – we simply want her to be a part of our family holiday because we consider her part of our family.

My husband and I will be financially supporting **<<HELPER NAME>>** 100% on our trip. We have already paid for her airfare and travel insurance, secured her a private room in all our accommodations, booked all intra-Europe plane and train travel, and will cover all of her food and local transportation. She will stay with us throughout the trip, and we will also provide her with daily spending money of €34 per day (in addition to her regular monthly salary).

My husband and I have lived in Singapore for nearly five years; **<<WORK TITLES/INDUSTRIES>>**. Our ties to Singapore are strong and we will definitely be returning after our 2.5 week holiday.

**<<HELPER NAME>>** is a kind, honest and responsible person with her own savings account here in Singapore. She is the sole supporter of her two elderly parents in the Philippines (while working for us she has provided them the capital to start their own restaurant, along with paying their healthcare bills) and she would never do anything to jeopardize her job. She is extremely trustworthy.

I hope that you will approve her Schengen tourist visa application. If you have any questions, please don’t hesitate to call me anytime at **<<PHONE NUMBER>>**.

Thank you kindly,

**<<EMPLOYER NAME>>**

**<<EMPLOYER PASSPORT COUNTRY/NUMBER>>**

**<<EMPLOYER EMAIL>>**

**<<EMPLOYER PHONE>>**