

Date :

Attn : Controller of Work Permit
Work Permit & Employment Department
Ministry of Manpower
18 Havelock Road
Singapore 059764

Dear Sir / Madam,

CANCELLATION OF IPA

Name of Domestic Worker :

Passport Number :

Work Permit Number :

I,, NRIC No:, would like to
request you to cancel IPA for the above mentioned worker because.....
.....
.....

I hereby authorise NRIC: to do the
above on behalf of me.

Sorry for any inconvenience caused and thank you for your kind assistance.

Yours faithfully,

.....

Name :

NRIC :

CPF No :