13 Mar 2022

The Controller of Work Permit

Ministry of Manpower

18 Havelock Road

Singapore 059764

**RE: SEEKING YOUR PRE APPROVAL for Deployment**

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**Dear Officer:**

I’m writing to you to seek for your pre approval to hire a MDW under my name and deployment her service to take care of my Mother who is staying alone and has been certified by doctor with no mental capacity to be an employer (Dementia), please find details as follows:

**My Name: XXX | NRIC: SXXXXXE | Add: XXX SXXXXXX**

**My Mother’s Name: XXX | NRIC: SXXXXXXXB | Add: XXX SXXXXXX**

I declare that as her official employer I will take over the responsibility fully by Visiting my Mother’s place frequently (at least twice a week) to ensure that her well beings are well up kept. I will make sure she is well connected via mobile phone so that she can always communicate with us if any difficulties she is facing**. I will be responsible for the salaries, levies, upkeep and maintenance of the MDW as well as to ensure that the MDW only works and resides at My Mother’s NRIC address at XXXXX .**

I have attached the following supporting documents for your reference:

* My NRIC / My Mother’s NRIC
* Documents to prove my Financial Status (NOA)
* Doctor’s letter

I seek your kind understanding & sincerely hope that you will grant approval as my Mother really need a full time caregiver to start work as soon as possible.

Thank you.

Best regards.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: **XXX**

Thank you & kind regards