

Specimen of Demand Letter

Date:

Ref no.

(To be typed in Company's Official Letterhead in English)
(Name and Address of Supplier Manpower Company)

Dear Sir

Please arrange to recruit(Required no.) Nepalese Nationals for our Company as per the details given below, against the following terms and conditions.

| S.No. | CATEGORIES | QUANTITY | SALARY |
|-------|------------|----------|--------|
| 1 | | | |
| 2 | | | |

Total number of workers _____ only.

OTHERS TERMS AND CONDITIONS

1. Contract for
2. Duty Hours
3. Food & Accommodation
4. Transportation
5. Medical & Insurance
6. Air ticket
7. Annual Leave
8. Paid overtime works, if any.....

All others terms and conditions as per the country Labour Law.

This Demand Letter is valid for the recruitment of Persons.

Thanking you.

(Name & Designation of Authorized Signatory)
Signature & Seal

(This Demand Letter must be attested by the Chamber of Commerce and the Ministry of Foreign Affairs of the Employer's Country)