

ON COMPANY LETTERHEAD

Ref No:

Date:

Demand Letter

Agency Name: Al Razzaq Group of Companies

Address : 409, Embassy Centre, Nariman Point, Mumbai 400 021 India

License No : **0033/MUM/PER/1000+/5/5671/2001**

Subject: Recruitment of Manpower from India

Dear Mr.Razzaq,

We wish to recruit from India for our project in (COUNTRY NAME.....) for providing the categories mentioned below. They would deploy to work in (COUNTRY NAME) with the following Terms & Conditions for employment and deployment are as follows.

Sr	Category/ Designation	No of Workers	Salary
1			
2			
3			
4			

Terms & Conditions

- a. Accommodation:
 - b. Food Allowance:
 - c. Daily Working Hours:
 - d. Air Ticket from India to place to work:
 - e. Air Ticket after completion of contract:
 - f. Period of Contract: 2 Years (Renewable)
 - g. Any other Terms: As per the Country Labor Laws
- Kindly arrange to recruit the above mentioned category at your earliest.

Thanking you,
Yours Faithfully,

(FOR COMPANY NAME)

Mr. _____
Designation (COMPANY- Signing Authority & Stamp Seal)