

(To be typed in Company's Official Letterhead in English)

Sample Demand Letter

Date: **24.01.2018**

Ref no. **1428**

To

M/s. AIRCITI Tours & Travels (India) Pvt. Ltd,

No: 79, C.I.T. NAGAR,
1st MAIN ROAD,
NANDANAM,
Chennai-600035.

Dear Sir,

We request you that In terms of Power of Attorney given to you, We hereby authorize you to recruit personnel on our behalf as per the details given below:

S.No	Trade Category	Quantity	Salary / Day/Month
1			
2			
3			
4			
5			
6			

OTHERS TERMS AND CONDITIONS:

1. Contract Period : 2 years.
2. Duty Hours : 8 hrs a Day, 6 Days a Week.
3. Overtime Terms : 1:2 Times OR 1:1.5Times
4. Holidays : Sundays & PublicHolidays.
5. Accommodation : Provided by the company.
6. Food : Provided by the company.
7. Transportation : Provided by the company.
8. InsuranceBenefit : Provided by the company.
9. Air ticket : Provided by the company.

Thanking you.

(Name & Designation of Authorized Signatory)

Signature & Seal.

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