

Specimen of Demand Letter

To,

...(Name of the Recruitment Company)

Dear Sir,

With reference to my/our Power of Attorney executed by me/us in your favour, we hereby request you to kindly supply the following manpower to work in our organization.

S.No.	Category Job Title	Required No.	Salary Per Month	Period of Contract	Working Hours	Air passage cost paid by	Residential Fees paid by	Holidays

Other benefits:

1. Accommodation: Furnished accommodation free of charge
2. Food:
3. Local Transport: Free
4. Overtime allowance: As per Qatari Labour Law
5. Insurance: As per Qatari Labour Law
6. Medical: As per Qatari Labour Law
7. Other: As per Qatari Labour Law

Yours faithfully,

Signature

Seal of the employer

Tel. No.

Fax No.

Email:

Attested in the country of Employment by

1. Department of Labour
2. Ministry of Foreign Affairs
3. Embassy of Nepal