

# Specimen of Demand Letter

To,  
Messrs, Do here by appoint, Constitute and authorized:  
M/S Company name  
(Overseas Employment Promoters License No.)  
Address  
Reference: \_\_\_\_\_ Dated: \_\_\_\_\_

Subject: **DEMAND LETTER FOR RECRUITMENT OF MANPOWER**

Dear Sir,

This is to request you to select and recruit the following workers for us on the following terms and conditions of the contract will be as under

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|---------------------------|--|
| 01. Period of Contract    | Minimum One Year/two years   |
| 02. Accommodation         | Free of Cost Bachelor Accommodation  |
| 03. Daily Working Hours   | 8 Hours/day  |
| 04. Weekly Holidays       | 1 day per week   |
| 05. Rate of Over\$me      | 1.5% over\$me in basic salary  |
| 06. Food                  | Free or allowance  |
| 07. Medical Facilities    | Free provided by the Employer  |
| 08. Passage               | Under the Pakistan Emigration Rules, the passage is to be paid by the Employer or Employer may remit cost of passage to us through Banking Channel or PTA. |
| 09. Other Fringe Benefits | As per Labour Laws of the Host Country.  |

The agency commission will be provided at the rate of U.S. Dollars per head.

This demand letter is valid for visa

No \_\_\_\_\_ Dated \_\_\_\_\_  
For \_\_\_\_\_ Persons \_\_\_\_\_

Regards