

Sample DEMAND LETTER
(Should be printed on the Company Letter Head)

Date:

To,
M/S. UZAN TRADING CORPORATION (RL - 427)
Flat: 8-16, Plot:19, Rd: 17, Kamal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh.

Kind Attn: Md. Harun Or Rashid (Proprietor)

We hereby request your Company to arrange recruiting Bangladeshi Nationals for our Company for the below categories. Terms and conditions are as follows:

SL.	CATEGORY	QUANTITY	SALARY (per month)
1			
2			

Additional Terms and Conditions to be Included:

Contract period (in Years):

Working Hours (per day):

Working Days (per month):

Overtime:

Probationary Period (in months):

Accommodation:

Food:

Transport:

Annual Leave (in Days):

Insurance:

Medical:

Air Ticket:

All other terms and conditions shall be as per Country's Labour Laws.

Warm Regards,

(Company Authorized Person Name,
Designation, Signature & Official Seal)