

# ON COMPANY LETTER HEAD

Dated \_\_\_\_\_

To,  
IOCS  
G-12, SHALIMAR COMPLEX,  
OPP. KANKANADY BUS  
STOP, MANGALORE 575002,  
KARNATAKA  
INDIA

Kind Attn: Mr. GLENNEN D'SOUZA

## DEMAND LETTER

Dear Sir,

We hereby authorize you as per Power of Attorney Annexure at issued in your favour to recruit the following Indian workers for name of the hiring company.

Category	No. of Workers	Salary
Type which required	.....	.....
Type which required	.....	.....
Type which required	.....	.....

### Terms & Conditions

	:	Provided or Not
<input type="checkbox"/> Food or Allowance	:	Provided or Not
<input type="checkbox"/> Daily Working Hours	:	8 Hours
<input type="checkbox"/> Overtime after 8 Hours	:	Provided or Not
<input type="checkbox"/> Weekly Off	:	Please mention the Day
<input type="checkbox"/> Period of Contract	:	Number of Years
<input type="checkbox"/> Air Tickets	:	Provided or Not
<input type="checkbox"/> Medical Insurance	:	Provided or Not
<input type="checkbox"/> Accident Insurance	:	Provided or Not
<input type="checkbox"/> Any Other Terms	:	As per labour rules of your country.

Kindly arrange to recruit the above mentioned category at your earliest.

Thank you

Yours Faithfully

FOR THE COMPANY

Mr/Mrs/Ms. \_\_\_\_\_

Designation

(COMPANY STAMP SEAL)