

Sample 2
Demand Letter

Date.....

Dear Sir,

We, as per our Power of Attorney dated

do place an order for the Lik keung Employment (Thailand) Co., Ltd. to select and recruit Thai worker(s) as follows:

No. of worker	Position	Salary per month
.....
.....

Qualifications
.....
.....

The worker is to be recruited under the following terms and conditions of service:

1. Period of contract.....
2. Food facilities
3. Accommodation
4. Working hours
5. Passage facilities.....
6. Medical facilities.....
7. Overtime conditions.....
8. Annual leave.....
9. Insurance coverage.....

Location of project.....

Nature of project.....

Yours faithfully,

.....
(.....)

Authorized Signature and seal of Company