

Company Letterhead

Date: DD of Month YYYY

DEMAND LETTER

Visa Block No: 1304XXXX

Visa Issue Date: XXXX/XX/XX

Recruiting Agency Name,

License No: RL-XXXX

Address of Recruiting Agency

Dear Sir,

Please arrange to recruit the following workers for work with us and under our sponsorship as per the terms and conditions:

SI No.	Category	Quantity	Monthly Salary
01

Terms & Conditions:

1. Period of Contract Years and renewable.
2. SR..... or Food Provided & Accommodation.
3. Free Medical Facilities with Transportation.
4. Annual Vacation (..) days.
5. Probation Period Three (...) months.
6. Air Ticket Round trip free.
7. Overtime As per Saudi Labour Law.
8. Duty Hours hours per day, days a week.
9. All other terms and conditions as per Saudi Labour Law.
10. Visa fee provided by the company.
11. Service charge is not provided by the Company.

For and on behalf of

Company Name

Responsible Employee Name

Designation