

Company Letterhead
With full address

Recruiting Agency Name
Recruiting Agency Full Address

Date: DD/MM/YYYY

Demand letter

We, (Company Name), located at P.O. Box: (XXXX), Dubai, UAE hereby appoint Recruiting Agency **Recruiting Agency Name, License No- XXXX** with the office address at **Recruiting Agency Full Address. License No- XXXX** to be our authorized agency in Bangladesh to recruit following mentioned Bangladeshi workers for our company.

SI No	Category	Quantity	Salary
01	XXXXXX	0	... AED

Other Terms and condition:

1. Accommodation : Provided by the Company
2. Transportation : Provided by the Company
3. Food Allowance : **Provided by the company**
4. Duty Hours : Hours per day & days per week
5. Period of contract : years
6. Visa : Provided by the Company
7. Return Air Ticket : Provided by the Company
8. Working days : days per month
9. Overtime : In accordance with UAE Labor Law
10. Medical/Insurance : Provided as per UAE labor law
11. Leave benefit : Provided as per UAE labor law

For And on Behalf Of

Company Name
Responsible Employee Name
Designation