

**Sample**  
**Demand Letter**

Date.....

Dear Sir,

We, as per our Power of Attorney dated.....  
do place an order for the Department of Employment or ...(Name of recruiting company in Thailand)  
to select and recruit Thai worker(s) as follows: (or the Department of Employment

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