**<Official Letter Head>**

Date: ......................

**EMBASSY OF NEPAL, KUALA LUMPUR**

**WISMA PARADISE (LEVEL 1, 2, 3 AND 9)**

**NO. 63 JALAN AMPANG**

**50450 KUALA LUMPUR, MALAYSIA**

RE: APPLICATION LETTER FOR THE RECRUITMENT OF WORKERS FROM NEPAL

Dear Sir/Madam,

We **<Company Name>**, would like to hire Nepali nationals as our foreign workers as **<Job Title>** as per permission given by the Ministry of Home Affairs, Foreign Workers Division through their letter referenced **<KDN Letter’s Reference Number >**. We are fully abided by the terms and conditions of MOU done between Nepal and Malaysia in 2018 for the recruitment, employment and repatriation of general workers. We will bear all the recruitment and repatriation cost including two-way air-tickets, medical treatment including Covid-19, cost of quarantine in Malaysia if required etc. All the required documents are attached with this application.

We request the Embassy of Nepal to approve our application and assist us along this procedure.

Should the Embassy require any further clarification, please feel free to contact the undersigned.

Regards,

**<Signature>** **<stamp>**

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**<Name>**

**<Position in the Company>**

**<contact number>**