**<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 Office of the Prime Minister, JobCentre Brunei through their letter referenced **<Jobcentre Clearance Number >**. We are fully abided by the terms and conditions of various Employment related laws of Nepal and the Brunei Darussalam. We will bear all the recruitment and repatriation cost including two-way air-tickets and other related costs if required. 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>**