(Name of Supervising Organization)

(Address)

(Tel. ………… Fax. ………………)

**Demand Letter**

Date …………………

(Name of Sending Organization) ,

(Address)

Pursuant to the Agreement concerning the Sending and Accepting program for Technical Intern Trainees executed between (name of Sending Organization) Sending Organization and (name of Supervising Organization) ,Supervising Organization whose address is located at (address of Supervising Organization) , Japan. Requested for total of only Thai Technical Intern Trainees under the following terms and conditions.

| **Type of Occupation** | **Number of Person** | **Basic Wage** | **Implementing Organization** |
| --- | --- | --- | --- |
|  |  |  |  |

**Terms and Conditions**

1. Lecture allowance for 1st month :

2. Technical Intern Training Duration : One (1) year (Including 1st month of lecture period)

3. Technical Intern Training Hours : /Day

/Month

4. Accommodation : provided by Implementing Organization but to be responsive by

Technical Intern Trainees themselves.

(Except during lectures period, free provided by Supervising Organization)

5. Meals : To be responsive by Technical Intern Trainees themselves.

6. Inland Transportation between Lodging and technical Intern training site:

To be borne by Implementing Organization

7. Others : Every Technical Intern Trainee has to follow Japanese Law and

regulations during stay in Japan.

Yours sincerely,

……..(Signature)…….. **印**

( Full Name of Representative of Supervising Organization) )

( Position )

( Name of Supervising Organization)