[Applicant's Name with Initials],
[Applicant's Address],
[Applicant's Address],

[Date]

The Director General,
Telecommunications Regulatory Commission of Sri Lanka,
No. 276, Elvitigala Mawatha,
Colombo 08.

Dear Sir,

Issuance of a PMR446 Licence for Purchasing and Operating a PMR Walkie-Talkie

I, [Full Name], wish to apply for a PMR446 licence to import and operate a PMR Walkie-Talkie. [State your reason here. e.g. "require reliable short-range communication for outdoor and recreational use," or "require it for coordination during work at remote sites."] PMR Walkie-Talkies are essential for effective communication during camps, hikes, and similar activities where cellular coverage is unreliable.

I have attached the application form and full details of the PMR Walkie-Talkie I intend to import. I kindly request your approval and the issuance of the necessary licence based on the details provided.

Name: [Full Name]
NIC: [NIC Number]
Phone: [Phone Number]
Address: [Address]

Yours faithfully,

…….....
[Full Name]