

Date:

Deputy Commissioner
Bandarban Hill District.

Subject: Seeking permission for bringing tourists in Bandarban Hill District.

Sir,

With due respect, I would like to inform you that the following foreigners have decided to visit Bandarban Hill District. Their necessary information is provided in the following tables for your kind notice.

Table 1: Personal Details

Sl.	Name	Nationality	Passport No.	Visa No.	Sex
1.					
...					

Table 2: Tour Schedule

Date	Arrival		Departure		Visiting Places	Travel Mode	Night Stay
	Place	Time	Place	Time			

So, I pray and hope that you would be kind enough to grant me permission for bringing those foreigners in for visiting Bandarban Hill District.

Thanking you with best regards,

Name:

Designation:

Mobile:

Email:

Attachments:

1. Photocopy of passports
2. Photocopy of visa papers