

COMPANY LETTER HEAD

To

The General Secretary  
Towel Manufacturers Association of Pakistan  
TMA House 77-A, S.M.C.H.S  
Karachi

**SUBJECT: REQUEST FOR ISSUANCE NADRA RECOMMENDATION LETTER**

**Respected Sir,**

We respectfully request your kind office to issue a recommendation letter to **NADRA** in favor of **Mr.** \_\_\_\_\_ Designation as \_\_\_\_\_, who is traveling to Germany for business purposes on behalf of **M/s.** \_\_\_\_\_ bearing NTN # \_\_\_\_\_

The tour is scheduled for [insert date of departure], and Mr. ABC will return to Pakistan within \_\_\_\_\_ **days** upon completion of his business meetings. His visit is solely for business purposes, and we assure you that he will comply with all travel regulations.

**Below are the passport details of Mr. \_\_\_\_\_ for your reference:**

- **Passport No.** : [Insert Passport Number]
- **CNIC No.** : [Insert CNIC Number]
- **Date of Issue** : [Insert Date]
- **Date of Expiry** : [Insert Date]

We confirm that the company shall take full responsibility and guarantee his return after the scheduled trip.

Your cooperation in issuing the necessary recommendation letter to NADRA at the earliest will be highly appreciated.

***Thanking you in anticipation.***

Sincerely,

[Your Name]  
[Your Designation]  
[Contact Information]  
[Membership No.]