

To,
Globalised Campaign Welfare Society
9/4, Lane No. West Laxmi Market,
East Delhi, New Delhi :- 110031
Kindly Attn:- Mrs. Rafat Parveen

Request Letter

Dear Sir,

We (**your Company Name**) having a factory running under factory act 1948, situated at (**Company Address**) in the business of Export & manufacturing of Textiles items,

As per Social Compliance requirement of Sexual Harassment at workplace Act 2013, we have a Prevention of Sexual Harassment at workplace committee/Internal Complain Committee between the group of female employee and managements. The main motive of formation of this committee is to protect the female employees from any kinds of sexual harassment from male employee. If something happens wrong behavior or any discrimination then the committee organizes this meeting in an interval of every monthly/quarter years and minutes of meeting are recorded.

We will request you to make a written agreement with us on the above subject.

We are looking forward for favorable reply and agreement duly attested by Notary officer.

We requested to raise an invoice of your organization in favor of our company and shall make the payment by Cheque on receipt of the above agreement. Further employment detail are given below:

Total Strength = male female

Shift Timing :- 9:00 am to 6:00pm (Monday to Saturday)