[Enter Your Name]

[Enter Your Address]

[Enter Date Letter Writing]

Secretary

Attn: Military Liason Officer

Ministry of Defence

No 15/5 Baladaksha Mawatha,

Colombo 03,

Sri Lanka.

Dear Sir,

**REQUEST PERMISSION TO VISIT PIDURUTALAGALA HILLTOP**

This is to inform you that the following personnel is requesting permission to visit Pidirutalagala hilltop on [Enter Date Expecting to Visit]. Your kind approval is consolidated to enter the Pidurutalagala.

1. Personnel attending the visit:

|  |  |  |
| --- | --- | --- |
| Full Name | NIC/Age | Gender |
| A.B. Nishantha Samarakoon | 766789722V | Male |
| A.B. Amali Madushika | 786397383V | Female |
| A.B. Hasitha Samarakoon | 16 Years | Male |
| A.B. Nishani Samarakoon | 14 Years | Female |

1. Vehicle No: [Enter Vehicle Number]
2. Email Address: [Enter Your Email Address]

Your kind cooperation in this regard is highly appreciated.

Yours Faithfully,

[Enter Your Name]