[Establishment Name & Address]

[Date]

Director General

Sri Lanka Tourism Development Authority

No 80, Galle Rd

Colombo 03

Dear Madam,

**Request for a recommendation to obtain Soft Liquor permission**

This is to inform you that our establishment is registered under the Sri Lanka Tourism Development Authority (SLTDA)

So, we request you to kindly issue the letter of recommendation required to obtain a soft liquor permission from the Department of Excise.

The relevant details of the SLTDA registration of our establishment as follows:

1. SLTDA Registration Number: ………………………………………………………………
2. SLTDA Registered Category: …………………………………………………………………………………
3. SLTDA Registered Grading(If applicable):……………………………………………………………….
4. Last Renewal Year of SLTDA Registration: ………………….
5. Establishment Name: …………………………………………………………….

 Establishment Address: ………………………………………………………………………………………………

 Contact Number: ………………………………………………………………………

1. Owner’s Name: …………………………………………………………………………

 Owner’s Address: ………………………………………………………………………………………………………….

 Contact Number: ………………………………………………………………………

1. If an accommodation Establishment, Room Count: ………………….

 If a Service Establishment, Seating Capacity: ……………….

 Thank you

 Sincerely,

[Name]

[Designation]

[NIC]