

XYZ Airline or PQR Ltd (General Sales Agent for Airline)

Director General of Civil Aviation
Civil Aviation Authority of Sri Lanka
No 152/1, Minuwangoda
Katunayake



Dear Sir,

RECOMMENDATION FOR.....(insert Travel Agency name)

I recommend..... (insert Travel Agency name) as a suitable candidate to be issued with an Air Transport Providers License from the Civil Aviation Authority of Sri Lanka.

Upon obtaining the aforementioned license, We look forward to working with(insert Travel Agency name)

Thanking you.

.....
Mr. A.B.C Perera
Country Manager/General Manager or CEO.

(The recommendation letter must be from an Airline or a General Sales Agent of an Airline)