



བསྐྱོན་གྱིས་ལྷན་ཁག། མི་སྣོབས་ལས་ཚན།

**HUMAN RESOURCE SERVICES
MINISTRY OF ECONOMIC AFFAIRS
Thimphu**



MoEA/HRS (SECT-11.4)/

Date:.....

The Officer-in-Charge

Passport Section
Department of Protocol
Ministry of Foreign Affairs
Thimphu

Subject: **Issue of Passport**

Sir/Madam,

Kindly arrange to issue/renew/release Passport in respect of the following officials attached to the
..... Ministry of Economic Affairs.....

- 1.....
- 2.....
- 3.....
- 4.....

The individual is leaving for **TRAINING/WORKSHOP/SEMINAR/SYMPOSIUM/MEETING/
STUDY TOUR** to.....fromto

A copy of the endorsement letter is attached herewith.

Yours sincerely,