

<<Your Name Your Name>>
<<Your Address Line 1>>,
<<Your Address Line 2>>,
<<Your Address Line 3>>.
<<Date>>.

Director General,
Telecommunications Regulatory Commission,
No 276, Elvitigala Mawatha,
Colombo – 08.

Dear Sir

Requesting Permission for importation of Amateur Radio Equipment

As an amateur radio license holder I would like to request permission to import an amateur radio transceiver. My personal details are given below. And the equipment specifications are attached

Full Name : <<Your Full Name>>
Address : <<Your Address>>
Tel No : <<Your contact telephone number>>
Date of birth : <<Your DOB>>
Nationality : <<Your Nationality>>
NIC : <<Your NIC number and issued date>> (Copy Attached)
Callsign : <<Your Callsign >> (Copy of the license attached)
Equipment Make : <<Make of the equipment you wish to import>>
Equipment Model : <<Model of the equipment you wish to import>>

Thank you

Yours truly

.....
<<Your Name Your Name>>