23/11/18

The Chief ICT Officer

ICT Division

MoEA, Thimphu

**Subject:- Advance payment**

Sir,

I would like to seek an advance payment of Nu 30,000. This payment is needed for financial need of my family. The repayment can be done with the monthly deduction of Nu 5000/- from my salary.

Thanking you,

Sonam Tshering

(ICTO)