

21/12/2024

From,

Satyam Singh
Maxwell Logistics Pvt. Ltd.
Mumbai

To,

The managing director,
Maxwell Logistics Pvt. Ltd.

Kindly attention Mr. Ravi Singh,

Dear Sir,

I would like to inform you that my sister's marriage will be held on month of feb 25/02/2024

To meet the wedding expenses . So i kindly request you to grant me 20000/- advance.

I would like to repay the salary advance to to installment and have deducted from my salary every month from feb-2024 .

Thanking You
Your faithful

Satyam Singh
Emp-Code - M1050

Date of joining - 01/08/2023
gross salary - 16000/-
Branch - MUMBAI (BBY)
available - zero
location - BBY

Ok and
for
4/01/2025