

To
The Managing Director,
M/s. Maxwell Logistics Pvt. Limited,
S.P. Road, Hyderabad-500003.

Dated: 15-05-2025

HYDERABAD PM.

Sub: Staff Advance Rs: 35,000/-

Respected Sir,

I, Sonu Kumar Working in your Organization as a Cashier since 10 Year.

I Need Rs. 35,000/- Requirement for My younger Child hospital treatment purpose.

So I am requesting you to provide me the same to fulfill it. And I Will Pay the Same,

Amount in an equal installment per month Rs.3000/- So Please Sanction the Same Sir.

Guarantor by Sunita Employee Code M0937 Branch-HYDPM, I am fully

responsible for behalf of Sonu Kumar advance payment, if he is not pay the amount

then kindly deduct from my salary. Or गारंटर _____ कर्मचारी कोड _____

शाखा -HYDPM, मैं _____ वेतन अग्रिम भुगतान की ओर से पूरी तरह से जिम्मेदार

हूँ, यदि वह राशि का भुगतान नहीं करता है तो कृपया मेरे वेतन से कटौती करें।

Guarantor Signature with Sunita
employee code M0937

Branch Manager Opinion:

Loan receivable Staff Signature with Employee ID

Salary: 28550/-
Dor: 13/01/2021
Date: 3
From: Hyderabad

Previous = 28500/-

and
M0920
22/5/2025

