

Date – 06.09.2025

To
Managing Director ,
Maxwell Logistics Pvt Ltd

Sub – Request for staff advance in Medical Emergency

Respected Sir,

I am Prabhash Kumar Jha (Employ Id M 0969) working in your organization as a operation executive , Since 10 Jan 2022 .

I need staff advance Rs 15000 (Fifteen thousand Only) amount for treatment of my wife
Kindly request you to approve the same .

Yours Sincerely

Prabha

Date of Joining - 10/01/2022

Gross salary - 33800/-

Available EL Balance - 16 EL

Staff advance Balance - 14000

Location - HO

Prabhash Kumar Jha

all apd
8/9/2025