

To

The managing Director

M/s. MAXwell Logistics Pvt Ltd.

Secunderabad

Subj: Request for staff Advance.

Respected sir,

I am N. Ravi Kumar working in our organisation as office boy. As I am in need of Rs 30,000/- for my son college fees, So please provide me the same to fulfill it and I will repay the same amount from month to Aug - 2024 in an equal installments kindly sanction the same sir

Thanking you

DOJ - 01/11/2022
Gross salary - 15150/-
Avail EL - 10 EL
Last staff ad. Blau - zero
Location - SBD

all and Rs. 20000/-
on staff order
25/7/2024

Yours faithfully

Emp ID - M1002
N. Ravi Kumar.