

To,

Respected Shri - Ravi Goel ji,

Date: 11-06-25

Managing Director.

Maxwell Logistics Private Limited  
Surya Tower (7th Floor),

105, S.P. Road  
Secunderabad - 500003

Dear Sir,

Sub: Regarding Staff Advance Rs. 10000/-

I would like to inform you that I require some financial support from you regarding Education. So kindly, I request you to please provide with me the Staff Advance of Rs. 10000/- (ONE LAKH RUPEE).

The previous staff advance was NIL & every month Rs. 1000/- deduct from my salary.

Thanking you and assuring you for your kind co-operation at all times.

Yours Sincerely,

N. Krishna Rao

Staff code - MO070

DGM (IT)

Maxwell Logistics Private Limited.

DOJ - 21/09/2008  
Gross Salary - 116100/-

Avail EL - 12.5  
Halt Staff Adv. RI - Zero  
Location - SBD

All agree  
To:  
13/6/2025