

Date: 12/07/2025

To,

The Managing Director Sir,
Maxwell Logistics Private Limited,
Head Office,
Secunderabad.

Subject: Requesting Staff Advance

I am D. Sai Bhaskar Sastry (M1102), a Senior Executive at Maxwell Logistics Private Limited.

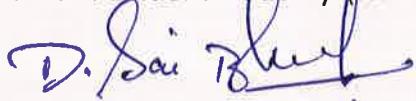
I am writing to request a staff advance of ₹1,00,000. My father unfortunately met with an accident this morning at my home in Vijayawada, and his left leg (which is a handicapped leg) was broken.

I would be grateful if you would consider my request and arrange for this amount. I authorize a deduction of ₹10,000 per month from my salary until the advance is repaid.

Thanking You,

Your Sincerely,

D. Sai Bhaskar Sastry (M1102)



DOJ - 06/05/2024
Gross salary - 33000
Avail EL - 14
Last staff Adv - Nil

location - SRD

all apd Rs. 5000/-
on staff advance and deduct
Rs. 5000/- p.m.

12/07/2025