

Date: 29/4/2025

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The M.D.Sir,
Mr. Ravinder Singh,
Maxwell Logistics Pvt Ltd,
Secunderabad.

Please
look into
~~Day~~
~~29/4/25~~

Respected Sir,

Sub:- Request - Regarding "Staff Advance" required of Rs. 30,000/- due to my Health Problem.

As I B.Scandhya Emp. Code: M1107, Working in your Organisation as Executive Coordinator requesting you Sir, I required "Staff Advance" of Rs. 30,000/- for my health problem, due to suffering from Report got from doctor is treatment got less blood cells 6.6, So, I have to take 5 Injections to gain blood. So, I would kindly requesting you to please do the needful for providing one Staff Advance of. Rs. 30,000/- which can be deducted in monthly salary.

Thanking you Sir, as Staff
advane
all exp. & Rs. 20000/-

Yours faithfully
B Scandhya
[B Scandhya]
M1107.