

17/09/2025

To

The Managing Director.
Through: HR. Dept.
Muramell Logistics Pvt. Ltd.
Secunderabad.

Sub:- Application for Staff Advance.

Respected Sir,

With reference to above subject, I the undersigned requesting you to kindly sanction me an advance of Rupees Fifty thousand only (Rs. 50000/-) which I need to deposit as college fee for my daughter.

This advance may be recovered from my contribution charges monthly in equal (10) instalments.

Thanking you,
Yours faithfully,



(Dr. S. K. Kumar, P.O.)

House No. 2-1-52/1, 2nd Floor
Nahila Cottage, Warangal.
MBL: 9100031570 (Off)
8777634493 (Residential)

Consistency

DOJ - 16/11/2022

Charge's - 59200

Last Staff Ad. Bl - Nil

Location - SBD

ok apnd
17/09/2025

Date: 15-09-2025
Secunderabad.

To,
The Managing Director,
Maxwell Logistics Pvt Ltd,
Secunderabad.

Sub: Staff Advance Rs: 50,000/-

Respected Sir,

I, K Praveen Kumar Working in your Organization as a Sr. Executive since 06 years
09Months.

I Need Rs. 50,000/- Requirement for clearing by borrowings.

So I am requesting you to provide me the same to fulfill it. And I Will Pay the Same,

Amount in an equal installment per month Rs.5000/- So Please Sanction the Same Sir.

Yours faithfully,

K Praveen Kumar
15/9/25
K Praveen Kumar

Date of Joining - 17/12/2018
Gross salary - 34850
Avail EL - 6.5
last staff Advance Bl. - zero
Location. - SBD

all approved
10
17/9/2025