

Date - 17/06/25

To,

The HRD DEP.
MAXWELL LOGISTICS PVT LTD
Secunderabad
Sub:- FOR STAFF Advance

Respected Sir.

I hope this message finds you well. I am Ramesh Sharma working as a cashier in your esteemed organization. I am writing to request a STAFF Advance of Rs 30000/- to help cover my children's school fees, which are due shortly.

I kindly request you to grant me this advance and I assure you that the amount will be repaid in monthly installments as per company policy.

Your support in this regard will be highly appreciated.

Thanks you for your consideration

Name: Ramesh Kumar
Emp. code - M0386

R Sharma
17/06/25

DOJ - autolou23
Gross salary - 29250
Hrwl EL - 25
Last. staff advan BL - 300
Location - DLH Relocation.

On account
for 101212007