

To,

Date: 10.07.2025

The Managing Director,

Maxwell Logistics Pvt Ltd,

Secunderabad.

Sub: Staff Advance Rs: 50,000/-

Respected Sir,

I, Vinod Kumar Working in your Organization as Dy. Manager - CCD & Billing One and Half Years. I Need Rs. 50,000/- Requirement for My Child Education Purpose 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.

Your's faithfully,

Vinod Kumar

Emp Code: M1084

DOJ - 22/01/2024
Gross Salary - 55000/-
Avail EL - 8.5
Last Staff Advance BL - zero
Location - SRD

Oh and
10/7/2025