

Date-11-04-2025

TO

The managing Director,

Maxwell Logistics Pvt Ltd.

Seunderbad

Sub: Request for Staff Advance RS 20000/- (personal needs)

Respected Sir,

With Reference to the above, I am in urgent need sum of RS.20000/- (Twenty only) as

Salary Advance ,

Which may please be deducted from my Salary in the instalment of Rs.2000/- per month

I Shall be ever Thankfull to for this act kindness.

Thanking you

yours faithfully

Krishna
Krishna prajapati

Emp.code:M1016

*checked by
Srivastava
25/4/25*

*DOJ - 01/02/2023
Gross salary - 15500
Avail EL - 2
Last shift Advance EL - zero
Location - Bolaram*

*all apd
5/05/2025*