

VIJAYAWADA,

26.06.25.

To

MAXWELL LOGISTICS PVT LTD

VJA-520004.

SUB:- Required Staff Advance

Dear Sir

This is for your information, I M.V. RAMESH BAB with Employ ID:- M1140, working as Executive Operations. On 18.06.26 [WEDNESDAY] met with accident and got treated in hospital and incurred additional expense over and above insurance coverage. Please requesting 30,000/- as advance which can be recovered in 12 months from my Salary. Please approve the same.

Thanking You

Yours Sincerely  
M.V. Ramesh Babu  
26/6/25

Ok and  
Ta.  
30/6/2025