

DATE: 17/3/25

To,

MR. SANDEEP SIR,
HR DEPARTMENT,
SP ROAD, SECUNDERABAD,
HYDERABAD, TELANGANA.

SUBJECT: STAFF ADVANCE REQUEST

RESPECTED SIR,

I AM RAMESH KUMAR.R, WORKING IN CHENNAI BRANCH,
AS WAREHOUSE INCHARGE FROM NOVEMBER 2022. I AM
REQUESTING FOR A SALARY ADVANCE OF 20,000 / RS,
FOR MY MOTHER HEALTH ISSUE AND MEDICAL TREATMENTS.

I WOULD LIKE TO REPAY THE ADVANCE AMOUNT IN MY
NEXT 10 MONTH INSTALLMENTS AS 2000/- RS. PER MONTH IN
MY SALARY DEDUCTION.

PLEASE KINDLY GRANT ME A APPROVAL FOR THIS ADVANCE
REQUEST IT WOULD BE A GREAT HELP FOR ME IN THIS
SITUATION.

THANKS,

R. RAMESH KUMAR
(M1099)


19/3/25