

Date: 06-06-2025,

Secunderabad.

To,

The Managing Director,

Maxwell Logistics Private Limited,

Secunderabad.

Sub: Staff Advance Rs: 34,000/-

Respected Sir,

I, S. RAJU REDDY Working in your Organization as a Asst. Manager in IT since 13 years. I Need Rs. 34,000/- Requirement for School fee.

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.3400/- So Please Sanction the Same Sir.

Thanking you Sir.

Yours Faithfully,

S. RAJU REDDY

(Asst. Manager -IT)

DOJ - 01/9/2011

Gross Salary - 39600

EL Balance - 33

Last Staff Ad. Bl. - zero

Location - SBD

all and
12
6/6/2025