

Mr. 17/09/2025

TO

The Managing Director,  
through; HR. Dept.  
Maxwell Logistics Pvt. Ltd.  
Secunderabad,

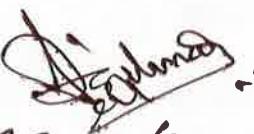
Sub:- Application for Staff Advance.

Respected Sir,

With reference to above subject, I the undersigned requesting you to kindly sanction me an advance of Rupees Fifty thousand only (Rs.5000/-) which I need to deposit as college fee for my daughter.

This advance may be recovered from my contribution charges monthly in equal(10) installments.

Thanking you,  
Yours faithfully -

  
(S. K. Kumar, P.t.)

House No. 2-1-52/1, 2nd Floor  
Mahila Cottage, Hyderabad.  
M.B.I: 9100031570 (off)  
8777634493 (Residential)

constancy

D.O.J - 16/11/2022  
Chassis - 59200  
Last Staff Ad. B.I - Nil  
Location - SBD

OK APPROVED

C. J. Rao  
17/09/2025

Date: 15-09-2025  
Secunderabad.

To,  
The Managing Director,  
Maxwell Logistics Pvt Ltd,  
Secunderabad.

Sub: Staff Advance Rs: 50,000/-

Respected Sir,

I, K Praveen Kumar Working in your Organization as a Sr. Executive since 06 years 09Months.

I Need Rs. 50,000/- Requirement for clearing by borrowings.

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.

Yours faithfully,

*K Praveen Kumar* 15/9/25  
K Praveen Kumar

Date of Joining - 17/12/2018  
Gross salary - 34850  
Avai EL - 6.5  
Last staff Advance Bl. - zero  
Location. - SBD

*an apd*,  
*Ch*  
17/9/2025