

Date: 16.08.2025

To,
The Managing Director
Maxwell Logistics Pvt Ltd
Secunderabad

Subject: Requisition for Staff Advance.

Respected Sir,

I, Anthu Mary working as Dy.Manager in relocations department request you to provide me with staff Advance of Rs.1,00,000/- (One Lakh only) as I need the same for personal work, the same may be recovered from my salary on a reasonable basis every month.

Kindly do the needful and obliged

Thanking you,

Yours Faithfully

A. Mary

Anthu Mary
Emp Code: M0260

DOJ - 02/01/2012
Gross salary - 57500/-
Avail EL - 31
last staff adv - zero
location - SBDP

all approved
10/