

Date: 23-05-2024,

Secunderabad.

To,

The Managing Director,  
Maxwell Logistics Pvt Ltd,  
Secunderabad.

Sub: Staff Advance Rs: 30,000/-

Respected Sir,

I, K.Hema Kumar Working in your Organization as a Sr.Executive since 02 years.  
I Need Rs. 30,000/- 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.3000/- So Please Sanction the Same Sir.

Yours faithfully,

K.Hemakumar  
K Hema Kumar

DOJ - 20/07/2022  
Gross salary - 29100/-  
Avai EL - 4  
last staff ad.BI - zero  
Location - SBD

Ok app  
for  
23/5/2024

CBS - 24/5/2024