

Date: 22/09/2025

To

The Managing Director
Maxwell Logistics Private Limited
Surya Towers, 7th floor,
105, S.P Road,
Secunderabad,
Telangana – 500 003

Subject: Request for Staff Advance

Dear Sir,

I respectfully request a staff advance of **Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only)** to meet an urgent personal emergency.

I kindly request you to adjust the advance amount by deducting it from my salary in accordance with company norms and policies. I assure you of my full commitment to abide by the repayment terms set by the company.

I shall be grateful for your kind consideration of my request.

Yours sincerely,



Santosh Khantwal
AGM-Sales (M0004)



DoJ - 01/11/2007
Gross Salary - 105100
Avail EL - 9
Last Staff Balance - Nil
Location - SBD