

Dated: 15-05-2025

To
The Managing Director,
M/s. Maxwell Logistics Pvt. Limited,
S.P. Road, Hyderabad- 500003.

HYDERABAD PM.

Sub: Staff Advance Rs. 35,000/-

Respected Sir,

I, Sonu kumar Working in your Organization as a Cashier since 10 Year.

I Need Rs. 35,000/- Requirement for My younger Child hospital treatment purpose.

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.

Guarantor by Sonu Kumar Employee Code M0937 Branch -HYDPM, I am fully

responsible for behalf of Sonu Kumar salary advance payment, if he is not pay the amount
then kindly deduct from my salary. Or गारंटर _____ कमचारी कोड _____

शाखा -HYDPM, में _____ वेतन अग्रिम भुगतान की ओर से पूरी तरह से जिम्मेदार
हूं यदि वह राशि का भुगतान नहीं करता है तो कृपया मेरे वेतन से कटौती करें।

Guarantor Signature with Sonu Kumar
employee code M0937

Loan receivable Staff Signature with Employee ID

Branch Manager Opinion:

J. B. D. S.

Salary: 28550/-

Previous Due = 0/-

Date : 13/05/2024

Due : 3

Bal : 28550/-

Dr. A. S. 3500/-
Debit Month
For
22/5/2025



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