

21st Jan' 2025

To
The Branch Manager
Maxwell Logistic Pvt Ltd.
Vadodra

Sub : Request for Advance of Rs. 20,000/-

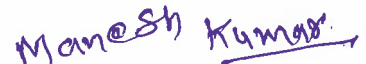
Respected Sir,

I require **Rs. 20,000/-** (Rupees Twenty Thousand Only) Due to some emergency work. So Please sanction the above amount which may be deducted from my salary as per company rule.


Branch Manager

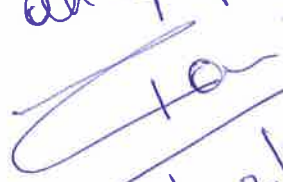
Thanking you,

Yours faithfully,


Manesh Kumar

Emp.Code- M1069

DOJ. - 14/11/2023
Gross Salary - 16000/-
Avail EL Bl. - 3
last Staff Ad. - 0
Location - Baroda

all amount
Rs. 16000/-
as staff advance.

11/02/2025