

VIJAYAWADA,

26.06.25.

To

MAXWELL LOGISTICS PVT LTD

VJA-520004.

Sub:- Required Staff Advance

Dear Sir

This is for your information, I M.V.RAMESH BABU
with Employee ID:- M1140, working as Executive Operations. On
18.06.26 [WEDNESDAY] met with accident and got treated in
hospital and incurred additional expense over and above insurance
coverage. Please requesting 30,000/- as advance which can be
recovered in 12 months from my salary. Please approve

the same.

Thanking You

Yours Sincerely
M.V. Ramesh Babu
26/6/25

Onward
To
30/6/2025