

To

The managing Director

M/s. MAXWELL Logistics Pvt Ltd.

Secunderabad

Sub:- Request for Staff Advance.

Respected sir,

I am N. Ravi Kumar working in our organisation as office boy. As I am in need of Rs 30,000/- for my son college fees, so please provide me the same to fulfill it and I will repay the same amount.

from month to Aug -2024 in an equal installments kindly sanction the same sir

Thanking you

DOJ - 01/01/2022  
Gross salary = 15150/-  
Avail EL - 10 EL  
Last Staff ad- Blan - zero  
Location - SBD

All apd adu R. 20000/-  
or staff.  
25/7/2024

yours faithfully

Emp ID :- M1002

N. Ravi Kumar.