

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