

Date: 04.06.2025

Secunderabad.

To,

The Managing Director,

Maxwell Logistics Pvt Ltd,

Secunderabad.

Sub: Staff Advance Rs: 30,000/-

Respected Sir,

I, M. sangeetha Working in your Organization as Exceutive since 5months .I Need Rs.30,000/- Requirement for My Childrens upcoming school fees. So I am Requesting you to provide me the same to Fulfill it. And I Will Pay the Same, Amount in an equal installments per month Rs.5000/- So Please Sanction the Same Sir.

DOJ.- 01/01/2025
Gross salary - 26500
Avail EL - 6.5
Last Staff Ad - 300 (Nil)
Location - SBD

Your's faithfully,

M. sangeetha

Emp Code: M1135

Sangeetha.
all right
10
6/6/2025