

21/12/2024

From,

Satyam Singh  
Maxwell Logistics Pvt. Ltd.  
MUMBAI

To,

The managing director,  
Maxwell Logistics Pvt. Ltd.

Kindly attention Mr. Ravi Sir,

Dear Sir,

I would like to inform you that my sister's marriage will be held on month of Feb 25/02/2024 To meet the wedding expenses. So I kindly request you to grant me 20000/- advance.

I would like to repay the Salary advance to to installment and have deducted from my salary every month from Feb-2024.

Thanking you  
Your faithful

Satyam Singh

Emp-Code - M1050

Date of joining - 01/08/2023  
Gross Salary - 16000/-  
Branch - MUMBAI (BBY)  
Availabel - zero  
Location - BBY

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4/01/2025