Date: 02.07.2022

To,

The Managing Director,

Web Point Limited,

909/4, Hoque Mansion(1st Floor), Arakan Road, Badurtola, Chattogram.

**Subject: Application for splitting the advance salary into two.**

Dear Sir,

I have taken 5,000.00 taka (Five Thousand) as an advanced salary from July the last month. It will create a pressure to me if the management settles down the whole advance I have been taken from running salary.

It will be better for me to survive if there is any way to split the advance salary into two from next two months salary.

I therefore pray and hope that you would be kind enough to grant me the favor due to the circumstance and oblige me thereby.

Respectfully,

Nishat Chowdhury  
Software Developer

[ Signature ]