

23-11-2020

HR Department

Bangladesh Foundry & engineering works Ltd.

56/1/B west Panthapath

Dhaka - 1205, Bangladesh

Sub: Prayer For advance Salary.

Sir,
With due respect to state that I am Md. Bani Amin
head of security, is an obedient employee of
your company. 3 days, my only baby boy got
sickness, I consulted with doctor two times. Now
the health condition isn't up to the mark. So,
the doctor suggested to admit him in hospital.
Now, I need financial support to give better
treatment staying in hospital.

In these circumstances, pray and hope that you
would be kind enough to grant me a advance
salary (10000) and oblige thereby.

Yours Sincerely,

MD. BANI AMIN

Head of Security

Decomposed
23.11.2020
OK.
Adjust in 4 months
[Signature]