

20 March 2024

To,
S. M. Rakibul Haque,
Chief Human Resources Officer,
Gemcon Group.

Through: Abdullah Al Rashid, Head of IT, IT, Gemcon Group.

Subject: Request for Advance Salary Loan for Wife's Cesarean.

Dear Sir,

Most Respectfully, I am writing this application as a request for an advance salary loan of tk. 50,000 (Fifty Thousand Taka) which I need to cover the medical expenses of my wife's delivery. Keeping in mind my current financial condition, this amount is the greatest relief I can get right now.

Please deduct the loan installment from my salary within six months until the full amount is recovered. So please consider my request. I will be highly grateful to you in this regard.

Yours Sincerely,

Shahriar Shaon
ID# 100481
Information Technology,
Gemcon Group.