

27.09.2022

HR Head
Krisumi Corporation Pvt. Ltd.

Dear Sir,

May I request you to grant me a salary advance of Rs. 10,000/- as I have to pay for medical bill for my son who was suffering from Dengue.

As I am going through financial problem request you to kindly approve my advance. Please transfer the amount to my bank account.

Kindly deduct Rs. 5000/- each from my salary starting from my October salary.

Regards

Vishnu Kumar Yadav
Employee Code - K1030



