

25.10.2023

HR Head
Krisumi Corporation Pvt. Ltd.

Dear Sir,

May I request you to grant me a salary advance of Rs. 20,000/- as I have to do all the necessary arrangements for my sister's wedding. Her wedding is on 23 November in Rajasthan.

Please transfer the amount to my bank account. Kindly deduct Rs. 4000/- each from my salary starting from my November salary.

Regards

Ram Singh
Employee Code - K1164

