

15 April 2024

To,
The HR Head
Krisumi Corporation Pvt. Ltd

Subject- Application for Advance Against Salary

Dear Sir,

I have been working with this esteemed organization since 10th May 2023 in the Admin Department. My current CTC is Rs. 44,000/- PM. I am Writing this letter to request you to kindly provide me an advance of Rs. 87,000/- against my salary on urgent basis because last year my house got destroyed due to flood. I need to reconstruct my house, for this I need an advance. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in Six equal installments starting from May 2024 – October 2024. I hope you understand my concern and help me out in this tough time.

Best Regards

Chandra Gajmer 

E-Code- K1230

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

on for Rs. 60,000/-
as a special case.
To be recovered from
his salary in 6 equal
installments starting
from May 2024
Salary 