

REQUEST LETTER

To,

The HR Head

Krisumi Corporation Pvt. Ltd.

Subject: Application for Advance against salary

Dear Sir,

I, Prakhar Srivastava, have been working with this esteemed organization since 16th April 2025 in Management Office. My current CTC is Rs. 46,366/-PM. I am writing this letter to request you to kindly provide me an advance of Rs 90,000/- against my salary on urgent basis because of family issues. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in ten equal installments starting from September 2025 to June 2026. I hope you understand my concern and help me out in this tough time.

Best Regards,



Prakhar Srivastava

E-Code- K1406

(Department – Management Office)

Krisumi Corporation Pvt. Ltd.

