

To,

The Krisumi HR. Team

Krisumi Corporation Pvt. Ltd

**Advance Against Salary Application. –**

Dear Sir,

I have been working with this esteemed organization from last two years in the admin Department. I am Writing this letter to request you to Kindly provide me with an advance of Rs.30,000 – against My salary as I have to deposit my Child tuition fees by March 23 '2022. I shall be highly obliged if you consider My request. The entire amount can be deducted from my salary in equal installment in three months starting from March 2022.

Your Truly,

**Alok Yadav**

Krisumi Corporation Pvt.Ltd

*ALOK*  
Signature

*22/03/2022*  
*forwarded to HR for further action.*

- Alok is a very dedicated and hardworking Family Boy.
  - on as a special case for submitting his daughter's school fee.
  - Should be recovered from his Mar - May 2022 Salary Rs. 10k each
- 22/3*