

REQUEST LETTER

To,

The HR Head

Krisumi Corporation Pvt. Ltd.

Subject: Application for Advance against salary

Dear Sir,

I, Rohit Aggarwal, have been working with this esteemed organization since 15th April 2025 in Management Office. My current CTC is Rs. 83,333.00/-PM. I am writing this letter to request you to kindly provide me an advance of Rs. 1,60,000.00/- against my salary on urgent basis because of family issue. 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 August 2025 to May 2026. I hope you understand my concern and help me out in this tough time.

Best Regards,



Rohit Aggarwal

E-Code- K1405

(Department – Management Office)

Krisumi Corporation Pvt. Ltd.

Date - 14.7.2025

Recommended

