

Date – 09-Nov-2020

To,
HR Head
Krisumi Corporation Pvt Ltd

Subject: Request for advance salary

Dear Sir,

I, Prakash Chandra requesting for advance salary amount of Rs. 50,000 (rupees fifty thousand only), which I need a certain amount of money for some urgent work.

Therefore, I request you to kindly provide advance salary so that I can cover the necessary expenses without any delay. I am very hopeful that company will understand my situation and grant me my salary in advance.

Anticipating for your reply.

Prakash
9-11-20

Regards,
Prakash Chandra
Deputy Manager – Purchase
E.Id- 1036

To
Tomy San,
Forwarded and request
for release of advance
as per company policy

Tommy
09/11/2020

OK
- Monthly recovery of Rs. 10,000/-
each for the next 5 months.

Prakash
9/11/20