

September 04, 2021

To,

The Human Resources

Krisumi Corporation Pvt. Ltd.

Gurgaon, Haryana

Subject: - Advance of Rs. 10,000/- against salary

Dear Sir,

I wish to bring to your attention that I am in dire need of money as I have pay tuition fees of my child.

I hereby request you to grant me advance of Rs. 10,000/- against my salary and same can be deducted in three equal installments.

Looking for positive response.

Regards,



Vishnu Kumar Yadav

Driver