

01.07.2022

HR Head
Krisumi Corporation Pvt. Ltd.

Dear Sir,

May I request you to grant me a salary advance of Rs. 25,000/- as I have to pay for her treatment of my mother. My Mother is not keeping well, she has swelling on her head and doctor has advised to get CT Scan done some other tests done.

As I am going through financial problem request you to kindly approve my advance. Please transfer the amount to my bank account.

Kindly deduct Rs. 5000/- each from my salary starting from my July salary.

Regards

Ravi Kumar
Employee Code - K1169

Please Process As Per
Company Norms
02/July/22

May be considered per policy

Manan
2/7/2022

on as a special case
because of his mother's operational requirements.

7/7/22