

To,

The Krisumi HR. Team

Krisumi Corporation Pvt. Ltd

**Subject – Request Salary advance of Rs 50,000/-**

Dear Sir,

I am writing this application with the humble request for an advance of Rs 50,000/- as I am currently suffering from financial difficulties and have urgent requirement of funds due to medical exigency in my family. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in equal installments of 5000/- in ten months starting from March 2023.

Looking forward to your positive response, many thanks for your kind consideration and understanding.

Your Truly

Sanjeet

(Employee ID- K1197)

Krisumi Corporation Pvt. Ltd

  
Signature

→ can be as a special case  
for the treatment of his  
wife.

→ Rs. 10,000/- to be deducted  
in five instalments

  
31/1/23