

To,

The Krisumi HR. Team

Krisumi Corporation Pvt. Ltd

Subject – Request Salary advance of Rs 30,000/-

Dear Sir,

I am working in your esteem company from last 3 years .I am writing this application with the humble request for an advance of Rs 30,000/- 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 3000/- in 10 months starting from May 2023.

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

Your Truly

Anil

(Employee ID- K1102)

Krisumi Corporation Pvt. Ltd

Anil
Signature

*of - as a special case
Medical of his mother.*
[Signature]
19/4/23.

Approved:
[Signature]
12/4/23