

To,

The Human Resource Department
Krisumi Corporation Pvt Ltd.

Subject - Advance of Rs 40,000 against salary.

Dear Sir/Madam,

I Vishnu Kumar Yadav, Employee Code 1030,
employed as a driver in your reputed organisation
Krisumi Corporation Pvt Ltd.

I would like to request you to help me with
an advance of Rs. 40,000 to submit my children's
school fees. It would be helpful if the amount can
be adjusted against salary of 6 months.

I would be highly obliged to your kind act and
assure to serve for the company with my full
sincerity.

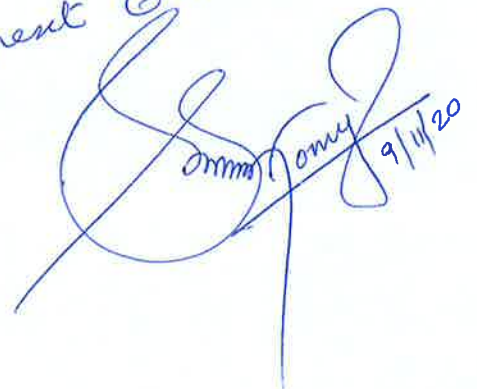
Thanking you,



Yours Sincerely,

Vishnu Kumar Yadav
Emp Code - 1030

on for Rs. 30,000/-
- Deduct Rs. 5000/- per month
for the next 6 months.


9/11/20