

Sept 22, 2023

To,  
The Krisumi HR. Team  
Krisumi Corporation Pvt. Ltd

**Subject- Application for Advance Against Salary**

Dear Sir,

I have been working with this esteemed organization since 01<sup>st</sup> Jul 2017 in the Admin Department. I am Writing this letter to request you to kindly provide me an advance of Rs. 40,000/- against my salary on urgent basis because the payment of school fee of my children is due in the current month. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in equal installment @ 8000/- PM in 5 months starting from <sup>NOV</sup> October 2023 – <sup>MAR</sup> February 2024. I hope to understand my concern and help me out in this tough time.

ACU

ACU

Best Regards

Vishnu Kumar Yadav

E-Code- K1030

9205846884

(Department- (Management Office)

Krisumi Corporation Pvt. Ltd

Signature

- ok as a special case  
- As requested by him verbally  
please start deducting  
from Nov 2023 onwards.

mm 22/9/23