

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> March 2020 in the Admin Department. My current CTC is Rs. 22,124/- PM I am Writing this letter to request you to kindly provide me an advance of Rs. 44,000/- against my salary on urgent basis 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 installment @ 11000/- PM in 4 months starting from November 2023 – February 2024. I hope to understand my concern and help me out in this tough time.

Best Regards

Himanshi

E-Code- K1104

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

Himanshi  
Signature

cc  
(Himanshi)  
09-10-2023

- OK as a special case  
for the operation of her  
husband.  
- To be recovered in  
4 installments.

(Signature) 9/10/23