

September 07, 2021

To,

The Human Resources

Krisumi Corporation Pvt. Ltd.

Gurgaon, Haryana

Subject: - Advance of Rs. 30,000/- against salary

Dear Sir,

I wish to bring to your attention that I am in dire need of money as my father is admitted and he is in very critical condition. I am in a miserable condition right now and I have also taken advance from my EPF account but still facing short of money.

I hereby request you to grant me advance of Rs. 30,000/- against my salary and same can be deducted in six equal installments.

Looking for positive response.

Regards,

JK

Jagdish Kamat

Driver Cum Runner

forwarded to HR for further approvals

[Signature]
7/9/2021

- Process and issue only after checking with me

[Signature]