

Date: September 3, 2025

To,

The HR Head

Krisumi Corporation Pvt. Ltd

**Subject- Application for Advance Against Salary**

Dear Sir,

I have been working with this esteemed organization since 11<sup>th</sup> Sep 2023 in the Administration Department. My current CTC is Rs. 39,984/- PM. I am Writing this letter to request you to kindly provide me an advance of Rs. 48,000/- against my salary on urgent because my house got destroyed due to flood. I need to reconstruct my house. I shall be highly obliged if you consider my request. The entire amount can be deducted from my salary in Six equal installments starting from September 2025 to February 2026. I hope you understand my concern and help me out in this tough time.

*Vishnu K*

Best Regards

Vishnu Yadav

E-Code- K1252

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

*on for Rs. 48k as salary  
advance. To be deducted  
in 6 equal installments.*

*on  
Vishnu*

*[Signature]*