

April 06, 2022

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

Advance Against Salary

Dear Sir,

I have Been working with this esteemed organization from last four years in the Admin Department. I am writing this letter to request you to kindly provide me with an advance of Rs. 30,000 against my salary as I have to deposit my child admission fees, he is getting admitted for graduation course in Patna. I shall be highly obliged if you consider my request. If there is any pending previous advance amount that can be adjusted from my April month salary.

The entire amount of Rs. 30,000/- can be deducted from my salary in equal installment in six months starting from May 2022.

Your Truly

Jagdish Kamat

Krisumi Corporation Pvt. Ltd

Vandana

- Please process Rs. 30k as salary advance only as a special case.
- Balance of Rs. 20k of previous advance to be deducted from April Salary.
- Rs. 5k to be deducted from May 2022 Salary onwards.