

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 01st Jul 2017 in the Admin Department. I am Writing this letter to request you to kindly provide me an advance of Rs. 15,000/- 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 in Three months starting from January 2023 – March 2023. I hope to understand my concern and help me out in this tough time.

Best Regards

Vishnu Kumar Yadav

E-Code- K1030

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(Department- (Management Office)

Krisumi Corporation Pvt. Ltd

Signature







