

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 01st Jul 2017 in the Admin Department. My current CTC is Rs. 27,500/- PM. I am Writing this letter to request you to kindly provide me an advance of Rs. 48,000/- 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 Six equal installments starting from April 2024 – September 2024. I hope you understand my concern and help me out in this tough time.

Best Regards

Jagdish Kamat JK

E-Code- K1029

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

As a special case
on for Rs. 39,000/-
JK

see
document

Remark: HR to check if any deduction for earlier loan