

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 05th Jul 2024 in the Administration Department. My current CTC is Rs. 21,600/- PM. I am Writing this letter to request you to kindly provide me an advance of Rs. 42,000/- against my salary on urgent basis because house construction. 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 July 2025 to December 2025. I hope you understand my concern and help me out in this tough time.

Yarab Mondal

Best Regards

Yarab Mondal

E-Code- K1343

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

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Yarab Mondal