

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 26th May 2023 in the Admin Department. My current CTC is Rs. 21,500/- 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 due to medical exigency in my family. 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

Pawan *Pawan*

E-Code- K1241

(Department- (Administration)

Krisumi Corporation Pvt. Ltd

*Recommended.
Dr. Shree*

*an. for Rs. 42,000/-
to be recovered in 6 equal
installments from May 2024
salary onwards.*

[Signature]