

Request Letter For Advance Salary

From,
Satvik Roy
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(+92)-9889987652

Date: 3 Feb 2022

To,
Malvika,
Vegetable Co.In. Ltd
Near B-Temaple, 33/9
Sikkim-564356
malvika@gmail.com
(+91)-5678987623

Dear Malvika,

I am Satvik Dey, currently holding the position of Senior Supervisor in this company. I have been working in this company for the last two years and always tried to perform my level best.

I am writing this mail to request an advance payment of my salary due to my daughter's marriage, which is due next month. As you can understand, the expense is going to be huge and this early payment will support me upto some extend. I am asking for 50% of my monthly salary and this will be very helpful if paid by end of this month with this month's salary.

Please let me know if I need to submit any document or fill any form to support the process.

Thank you in advance.

Sincerely,

Satvik Roy

