

Request for loan:

Employee Name:	Andrews	Outstanding loan	Rs. 5,845 /- ✓
Designation:	Admin Officer Manager	Monthly Repayment	Rs. 1500 /- ✓
Division:	Admin		
Company:	Paramount Estates		

Loan amount		Monthly deduction:	
Requested:	Rs.5,000	Requested:	Rs. 500 /-
Recommended:	Rs.5,000	Recommended:	Rs. 500 /-
Approved	5000/-	Approved	500/-
Purpose of Loan: Mobile Loan			
Remarks: old mobile is damaged			

	Accounts	Admin	Managing Director
Approved By	Hmar	Talkumar	APPROVED BY 10 FEB 2017 SOHAM MODI MANAGING DIRECTOR
Signature	AD	AD	
Date	10/02/17	10-02-2017	

Jai Kumar

From: andrews@modiproperties.com
Sent: 08 February 2017 11:21
To: 'admin'
Cc: Praveen
Subject: Request for a Mobile Phone - Loan

Dear Jai,

This is in request of a loan for purchase of a mobile phone. I am currently using an android phone which is extensively damaged. In case of repairs it will cost up to 2500/-.

Instead I want to avail a loan for purchasing a medium budget android phone.

Request your assistance in this matter.

Regards,

A Andrews

Admin. Manager | +91 83747 19991 | andrews@modiproperties.com

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