

Request for loan:

Employee Name:	C.Vasundhara	Outstanding loan	-
Designation:	Sr. Sales Executive	Monthly Repayment	-
Division:	Sales		
Company:	Villa Orchids LLP		

Loan amount		Monthly deduction:	
Requested:	Rs.25,000	Requested:	against Mentors Payable
Recommended:	Rs. 15,000 to 20,000	Recommended:	against Mentors Payable
Approved		Approved	
Purpose of Loan: Personal Loan, Due to Medical Expenses for her Mother in law.			
Remarks:			

	Accounts	Admin	Managing Director
Approved By	Vedavathi	G. Jithendra	
Signature	Vedavathi	<i>[Signature]</i>	
Date	21/11/18	21/11/2018	

What is medical
problem - medical
report - proof?
in
21/11

21/11/2018

To

The

MODI PROPERTIES PVT. LTD.

SEWUNDERABAD - 500 003.

Respected Sir,

Sub: Loan Request:

I am in need of Rs. 25,000/- to meet my mother in law's medical Expenses (treatment).

So, I request you to please sanction me a loan of Rs. 25000/- and the same can be deducted from my Incentives (for the quarter - April'18 to June'18).

Thanking you,

Yours Sincerely,

SP
21/11/18

(C. VASUNDHARA)