

Request for loan:

Employee Name:	Chagal Raj Kumar	Outstanding loan	-
Designation:	Sr. Sales Manager	Monthly Repayment	-
Division:	Sales		
Company:	'Nilgiri Estates		

Loan amount		Monthly deduction:	
Requested:	Rs. 10,000 ✓	Requested:	Rs. 500 ✓
Recommended:	Rs. 10,000 ✓	Recommended:	Rs. 1000 ✓
Approved	10,000 ✓	Approved	1,000 ✓

Purpose of Loan: Laptop Loan

← previous laptop not at all working. he requesting to provide loan to purchase Small Laptop. A/c	
Remarks:	

	Accounts	Admin	Managing Director
Approved By	haranya: <i>[Signature]</i>	<i>[Signature]</i>	
Signature	haranya: <i>[Signature]</i>	<i>[Signature]</i>	
Date	9/9/17	08/9/17	

HR

From: Rajkumar Chagala [rajkumar@modiproperties.com]
Sent: 08 September 2017 13:23
To: hr@modiproperties.com
Subject: Loan-Rs. 10 k-laptop

Sir,
Requesting you to sanction Rs.10k Loan to purchase Laptop, My old Laptop is unrepairable condition,
Hence I am requesting you to sanction Rs.10 k at the earliest

Regards,

Chagal Raj Kumar
Sr. Sales Manager | +91 70327 26321 | rajkumar@modiproperties.com
Modi Properties & Investments Pvt. Ltd. | www.modiproperties.com
1-187/ 3 & 4, M G Road, Secunderabad -03 | Ph: +91 40 6633 5551
Don't just buy a flat or villa! Buy a great lifestyle!
We build affordable flats & villas in gated communities .