

Date: 19-06-2023

Mr. Hani Al Abiad
Human Resources Manager
Arabian Construction Company

Subject: Request for Cash Advance

Dear Sir,

I would like to request for a cash advance amounting to Two thousand eight hundred fifteen Saudi Riyals (SAR 2815) as emergency Expenses to be deducted into 9 months installment/s from my monthly salary effectively June, 2023.

My Monthly salary is 4100 SAR.

Thank you very much. Hoping for your kind approval and understanding.

Respectfully yours,

Approved by:

(Printed Name)
Marwah Barki Al-Mowalled

Mr. Hani Abiad

(Time Keeper)

(61003862)