

Explanation Letter

To
Spandana Sreeathy Financial Ltd.

7th April 2016,
Prathipadu.

sub: explanation letter for the violation of
company policy in KYC upload process.

Dear sir,

I am Koppireddy swaya chakram
SF0102910. I was working as credit Assistant
at Prathipadu Branch (AP3914).

I am writing to provide an explanation
for policy violation in KYC upload process.
Due to the lighting & Background for the
photograph of the Borrower. I was captured
some photos in inside the house. Due to network
and poor lighting conditions and some
noisy Backgrounds. I captured that photos
inside the house.

I never repeat this again in future.
I was requesting you to forgive my mistake
sir.

sincerely
Koppireddy swaya chakra
K.S. Chakra

