

# Explanation Letter

7<sup>th</sup> April 2016,  
Prathipadu.

To

Spandana Sphoorky Financial Ltd

Sub: Explanation Letter for the violation of Company policy in Kyc upload process.

Dear sir,

I am Viyyapu Siva Suryanarayana

SP0091270. 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 issues 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

Viyyapu Siva Suryanarayana

V-Surya