

To

The HR Department of Spandana Spportunity Financial LTD

Sub:- Explanation letter of work negligence

SIR

With due respect that I beg to state that

I am Gopikanta Das (SF0098083) Branch quality manager of Rahama Branch. SIR I am extremely sorry for that of my work negligence. but I assure you this type of mistake not happened in upcoming days.

Date- 15.07.2025

Thank you

Best Regards

Name - Gopikanta Das

Emp. ID:- SF0098083

Branch. Rahama