

Explanation / Apology Letter

30-09-2025

Katta Santhosh Babu
Designation → Branch Quality manager
Emp ID :- SF0090548
Branch :- Pamuru

To,
The Head office
Sri Lanka Spharthy Financial Limited

Subject:- Explanation and Apology letter to show-cause notice regarding 14,000/- pre-close amount

Respected Sir/Madam,

I respectfully acknowledge the receipt of the show-cause notice 25-09-2025 regarding the matter of the 14,000/- pre-close amount

at the outset, I sincerely "apologize" for my action. I admit that I had used the said amount temporarily towards another borrower's account instead of depositing it immediately as per company procedure. This was a mistake on my part and happened only with the intention of managing Borrower repayments at the field level.

I would like to humbly clarify that :-

1) No fraudulent intention :- The amount was never used for my personal benefit. It was only adjusted between Borrowers to handle repayment issues.

2) Realization of mistake :- I fully understand that this practice is against company policy and should not have been done under any circumstances.

3) Cooperative Assurance :- I assure you that the amount has been/will be immediately regularized in the proper amount. I promise that such an incident will not be repeated in the future.

4) Sincere Apology :- I deeply regret the lapse and request your kind understanding and forgiveness for this error in judgment.

I have always tried to serve Sri Lanka Spharthy Financial Limited with Sincerity and Dedication. I kindly request the management to accept my explanation and provide me an opportunity to continue my service to the organization.

Thank you,
your faithfully,

C. Santhosh Babu.

Katta Santhosh Babu.

Emp ID :- SF0090548

Designation :- Branch Quality manager

Contact :- 95814428 77