

To

The Human Resources & Auditor
Spandana sphoorty financial limited

Subject - Apology for my mistake at work

Respected sir,

I am Kshetriya meher employee in your prestigious
company Emp. ID - SF0095442

I am very sorry to inform you that, on November 24, 2025
I brought a loan of Rs-9818 from Anita. But I came to the
office and saw that member money was showing preclouse
at Rs-11991 in FIMO. I told the member with the proof and
he agree to pay the balance but he ask for some days.
So many days past I started for other work. I called the
member again and again he did not pay even at the end
of month, then the month change. I show that member money
show 9818 in FIMO and I deposit his money,
But I made a mistake that I could not refused to pay the
rest of the money to that member and on 14th he deposit
1380 rupee in my account when I found out I gave him
his money back.

I promise I have made a mistake. I will not do this again
in the coming days. please forgive me.

Name - KSHETRIYA MEHER
Emp ID - ~~SF0095442~~ SF0095442
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Date - 20/JAN/2026