

Salary Advance Request for Car Maintenance

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary advance for the month of [Insert Month] to cover unexpected car maintenance expenses. My vehicle requires immediate attention, and the total cost of repairs is approximately [Insert Amount].

Given my current financial situation, I kindly ask for an advance of [Insert Amount] to ensure my car is repaired promptly. I assure you that this advance will be deducted from my upcoming salary, as per the company policy.

I appreciate your understanding and support regarding this matter. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]