

# Salary Advance Request for Medical Emergency

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a salary advance due to a medical emergency that requires immediate attention. Unfortunately, my current financial situation has made it challenging to cover the medical expenses.

I kindly request an advance of [insert amount] from my upcoming salary, which I assure you I will repay in the subsequent pay period. This assistance would greatly help me to manage the necessary medical costs.

Thank you for considering my request. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Job Title]

[Employee ID]

[Your Contact Information]