

Salary Advance Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary advance to assist with some seasonal expenses that have arisen.

As the holiday season approaches, I have encountered unexpected expenses related to [briefly explain the reason, e.g., family gatherings, festive preparations, etc.]. To manage these costs more effectively, I would greatly appreciate the possibility of receiving a portion of my salary in advance.

I assure you that I will ensure the advance is deducted from my upcoming salary as per our agreed terms. Thank you for considering my request. I am happy to discuss this further at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]