

Salary Advance Request for Travel Expenses

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request a salary advance to cover travel expenses for my upcoming business trip to [Destination] scheduled on [Travel Dates].

The estimated total expenses for this trip amount to [Amount]. I kindly request an advance of this amount to facilitate my travel arrangements.

I assure you that this advance will be deducted from my next salary payment as per company policy.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Contact Information]