

# Salary Advance Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[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 due to unexpected bills that have arisen.

Recently, I encountered unanticipated expenses related to [briefly explain the reason, e.g., medical bills, car repairs]. As a result, I am in need of financial assistance until my next paycheck.

I kindly request an advance of [specify amount] from my upcoming salary, which I assure you will be repaid through deductions from my subsequent paychecks.

Thank you for considering my request. I appreciate your understanding and support during this challenging time. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]