

Salary Advance Loan Application

Date: [Insert Date]

To:

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to formally request a salary advance loan due to unforeseen family obligations that have arisen recently. I have encountered unexpected expenses related to [briefly describe the family obligation, e.g., medical bills, urgent repairs, etc.], and I am in need of financial assistance to meet these obligations.

I would like to request an advance of [specify amount] from my upcoming salary. I assure you that I will repay the advance by [specify repayment terms, e.g., next paycheck, or installments over the next few months].

I appreciate your understanding of my situation and hope for your prompt approval of this request. If you have any questions or need further information, please feel free to reach out to me.

Thank you for considering my application.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID (if applicable)]

[Your Contact Information]