

# Salary Advance Loan Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a salary advance loan due to unexpected expenses that have arisen. The unforeseen circumstances have placed a financial strain on my current budget.

Details of my request are as follows:

- Amount Requested: [Insert Amount]
- Reason for Advance: [Briefly explain reason]
- Proposed Repayment Date: [Insert Date]

I assure you that I will repay the advance on or before the proposed date mentioned above. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Name]

[Your Position]