

Request for Salary Advance Loan

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary advance loan to cover my educational fees for the upcoming semester. As you may know, I am currently enrolled in [Course/Program Name] at [Institution Name], and the payment deadline is approaching.

The total amount needed to settle my fees is [Amount]. I am therefore requesting an advance of this amount against my upcoming salary. I believe this loan will enable me to continue my education without any interruptions.

I assure you that I will repay this advance by deducting [Agreed Amount] from my salary over the next [Number of Months] months, starting from my next paycheck. I appreciate your consideration of my request and hope for a positive response.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]