

# Request for Salary Advance Loan

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a salary advance loan due to a personal emergency that requires urgent attention. As you may know, unforeseen circumstances can arise, and I find myself in need of financial assistance at this time.

Specifically, the situation involves [briefly explain the nature of the emergency, e.g., medical expenses, urgent home repairs, etc.]. I am requesting an advance of [specify amount] to help me address this issue.

I assure you that I am committed to repaying the advance through deductions from my future salary installments. I am hopeful that you will consider my request favorably.

Thank you for considering my request. I deeply appreciate your understanding and support. Please let me know if you need any further information or documentation regarding this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]

[Your Contact Information]