

Salary Advance Loan Request for Car Repairs

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To,

[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 an unexpected car repair expense. My vehicle requires urgent repairs to ensure my daily commute to work is not disrupted.

The total estimated cost for the repairs is [amount]. I would like to request an advance of [amount] against my upcoming salary to cover these expenses. I assure you that I will repay the advance according to the agreed terms.

Thank you for considering my request. I appreciate your understanding and support in this matter.

Sincerely,

[Your Name]

[Your Job Title]