

Salary Advance Loan Request Due to Medical Emergencies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company 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 loan due to an unforeseen medical emergency that I am currently facing.

On [specific date], I was required to seek immediate medical attention for [brief description of the medical condition]. The expenses associated with my treatment have placed a significant financial burden on me.

Given the circumstances, I am kindly requesting an advance on my salary of [specify amount] to help cover these urgent medical expenses. I assure you that this request is made purely out of necessity, and I am willing to discuss the repayment terms that would work for the company.

Thank you for considering my request. I deeply appreciate your support during this challenging time. I look forward to your favorable response.

Sincerely,

[Your Name]