

# Holiday Cash Advance Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

## **Subject: Request for Holiday Cash Advance for Seasonal Shopping**

Dear [Manager's Name],

I hope this message finds you well. As the holiday season approaches, I am reaching out to request a cash advance to assist with seasonal shopping and related expenses.

With the upcoming holidays, I anticipate additional expenses for gifts, decorations, and other seasonal necessities. A cash advance of [specify amount] would greatly help me manage these costs.

I assure you that this advance will be utilized responsibly, and I will provide all necessary documentation as required. I intend to repay the amount by [insert repayment date].

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

Sincerely,

[Your Name]

[Your Contact Information]