

Request for Salary Advance

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I am writing to formally request a salary advance in the form of a personal loan. Due to [briefly explain reason - e.g., unexpected medical expenses, urgent home repairs], I find myself in need of financial assistance at this time.

I would like to request an advance of [insert amount] to help cover these expenses. I assure you that I will repay this amount through deductions from my future salary as per the company's policies.

Thank you for considering my request. I genuinely appreciate your support and understanding in this matter. I am willing to discuss this matter further at your earliest convenience.

Sincerely,
[Your Name]
[Your Position]
[Your Employee ID]
[Your Contact Information]