

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Application for Salary Advance

I hope this message finds you well. I am writing to formally request a salary advance due to [briefly explain the reason, e.g., unexpected medical expenses, urgent home repairs, etc.].

I would like to request an advance of [specify amount] to be deducted from my upcoming salary. I assure you that I am committed to managing my finances responsibly, and this advance will significantly help me during this time.

I greatly appreciate your consideration of my request, and I am happy to discuss this further or provide any additional information you may need. Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Job Title]  
[Employee ID (if applicable)]