

[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],

Subject: Request for Salary Advance

I hope this message finds you well. I am writing to formally request a salary advance of [Specify Amount] due to [brief explanation of the reason, e.g., unexpected medical expenses, urgent home repairs, etc.]. I have been a part of [Company Name] for [duration of employment] and have always strived to contribute positively to the team and our goals. This advance would greatly assist me during this challenging time. I assure you that I will repay the advance through deductions from my future salary over [specify time period or number of pay periods]. Thank you for considering my request. I am available to discuss this matter further at your convenience.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]