

[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: Request for Salary Advance

I hope this message finds you well. I am writing to formally request a salary advance of [amount] due to [brief explanation of circumstances, e.g., unforeseen expenses, medical emergency, etc.].

I have always strived to manage my finances responsibly and have been a dedicated employee at [Company's Name] for [duration of employment].

However, [provide additional context if necessary].

If approved, I am willing to [offer suggestions for repayment, e.g., deduct the advance from future paychecks over a specific period], which I believe is a fair arrangement.

Thank you for considering my request. I appreciate your understanding and support during this time. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]