

[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],

I hope this message finds you well. I am writing to formally request a salary advance to support my ongoing education.

I have recently enrolled in [Name of Program/Course] at [Institution Name], which I believe will enhance my skills and contribute to my role at [Company's Name]. The total cost of the program is [Total Amount], and I am seeking an advance of [Amount Requested] to help cover the initial expenses.

I understand the importance of financial management within our organization, and I am committed to making timely repayments from my salary. I propose to repay the advance through deductions of [Proposed Deduction Amount] from my salary over [Proposed Time Period].

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

Sincerely,

[Your Name]
[Your Job Title]