

[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],

I hope this message finds you well. I am writing to formally request a salary advance due to an unforeseen emergency situation.

[Briefly explain the nature of the emergency and why you require the advance.]

I would greatly appreciate your consideration of this request. I am seeking an advance of [specify amount] to assist with [specific needs related to the emergency].

I am committed to repaying this advance through [describe repayment plan, e.g., deductions from future paychecks over a specified period].

Thank you for considering my request. I appreciate your understanding and support during this challenging time.

Sincerely,

[Your Name]  
[Your Job Title]