

[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 due to [brief explanation of the reason, e.g., unexpected expenses, medical emergency, etc.].

I have been with [Company's Name] for [duration of employment], and during this time, I have consistently strived to contribute positively to our team and the company's goals.

I would like to request an advance of [specific amount] to assist me in my current situation. I assure you that I will repay this advance through deductions from my future paychecks over the next [specific timeframe, e.g., two months].

I appreciate your consideration of my request and am happy to discuss this matter further at your convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]