

[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 letter finds you well. I am writing to formally request a salary advance of [amount] due to [brief justification - e.g., unexpected medical expenses, urgent home repairs, etc.].

Given my current financial situation, this advance would greatly alleviate my immediate needs. I assure you that I remain committed to my responsibilities at [Company Name] and will handle this matter with complete discretion.

I kindly request that this advance be deducted from my upcoming salary for [specific month]. I appreciate your understanding and consideration of my request. Please let me know if we can discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]