

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Company]
[Client's Address]
[City, State, ZIP Code]

Dear [Client's Name],

Subject: Request for Salary Advance

I hope this message finds you well. I am writing to formally request a salary advance for my ongoing project titled "[Project Name]" scheduled for completion on [Due Date].

As per our agreement, my payment is due upon project completion. However, due to [briefly explain reasons for the advance, e.g., unexpected expenses], I would like to request an advance payment of [specific amount], which can be deducted from the final invoice.

I appreciate your consideration of my request and look forward to your understanding. Thank you for your continued support.

Best regards,

[Your Name]
[Your Position/Title]