

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a salary advance due to some unexpected expenses that I am currently facing.

[Briefly explain the situation, e.g., "Recently, I encountered an unexpected medical bill that requires immediate payment."]

I kindly ask for an advance of [specific amount] to help me manage these expenses. I am committed to repaying this advance through deductions from my future salary, starting [your proposed date for deductions].

I appreciate your consideration of my request and understand any implications this may have. Please let me know if we can discuss this matter further.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]