

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary advance of [specific amount] due to [brief explanation of the reason, e.g., unexpected expenses, medical bills, etc.].

I would like to assure you that I will repay this advance through [specify repayment method, e.g., deductions from future salaries] over [specify duration, e.g., the next few pay periods].

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]