

[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 to cover unexpected medical expenses that I have recently incurred.

Due to [briefly explain the reason for the medical expenses, e.g., an emergency surgery, medical treatment, etc.], I am facing financial strain that I did not anticipate. The total amount required for these medical expenses is [specify amount].

I would greatly appreciate if you could consider granting me an advance of [specify amount] from my upcoming salary. I am committed to repaying this advance through deductions from my future salaries, starting with my next paycheck.

Thank you for considering my request. I am willing to provide any necessary documentation and discuss this matter further at your convenience.

Sincerely,

[Your Name]  
[Your Job Title]