

[Your Name]
[Your Job Title]
[Your Department]
[Your Employee ID]
[Date]
[HR Manager's Name]
[Company Name]
[Company Address]

Dear [HR Manager's Name],

Subject: Request for Salary Advance

I hope this message finds you well. I am writing to formally request a salary advance due to [briefly explain your reason, e.g., unexpected medical expenses, urgent personal needs].

I would like to request an advance of [specific amount] to be deducted from my upcoming salary. I understand the policies regarding salary advances and assure you that I will adhere to the repayment terms as outlined by the company.

I appreciate your consideration of my request, and I am more than willing to discuss this further if needed. Thank you for your understanding.

Sincerely,

[Your Name]
[Your Contact Information]
[Your Signature (if submitting physically)]