

[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],

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

I have always committed myself to my work and have enjoyed being a part of [Company's Name]. I understand the importance of financial planning and assure you that I will continue to manage my responsibilities diligently.

I kindly request an advance of [specific amount] to help me navigate this situation. I am willing to discuss terms of repayment or any other arrangements that might be necessary.

Thank you for considering my request. I look forward to your understanding and support in this matter.

Sincerely,

[Your Name]  
[Your Job Title]