

[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],

Subject: Request for Advance Loan

I hope this message finds you well. I am writing to formally request an advance loan of [amount] due to [brief reason for the request, e.g., unforeseen medical expenses, home repairs, etc.].

I have been a dedicated employee in the [Your Department] for [duration of employment], and I am confident in my ability to repay the amount within [proposed repayment period]. I propose to repay the loan through salary deductions of [amount] per pay period, starting from [start date]. I would appreciate your consideration of my request, and I am happy to discuss this matter further at your earliest convenience. Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]