

[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 an Advance Loan

I hope this message finds you well. I am writing to formally request an advance loan from the company to assist with [briefly explain reason, e.g., unexpected medical expenses, home repairs, etc.].

As a dedicated member of the workforce, I have consistently demonstrated my commitment to [Company's Name] and have always prioritized my responsibilities. Due to [provide a brief overview of your financial situation], I am seeking assistance in the form of a loan.

I am requesting an advance of [specify amount] and propose to repay this amount through deductions from my future paychecks over a period of [suggest a reasonable repayment plan, e.g., 3 months, 6 months].

Please let me know if we can set up a meeting to discuss this request further. Your support would be greatly appreciated.

Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]