

[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 Advance Salary Loan

I hope this message finds you well. I am writing to formally request an advance salary loan of [specify amount] due to [briefly explain reason, e.g., unforeseen medical expenses, urgent home repairs, etc.].

I have been with [Company's Name] for [duration of employment] and have consistently delivered my responsibilities effectively. Given my current situation, I kindly ask for your consideration regarding this advance salary loan, which I plan to repay through deductions from my future salary over [specify repayment period, e.g., the next few months].

Thank you for considering my request. I assure you that I will manage my work commitments effectively during this time. Looking forward to your positive response.

Sincerely,

[Your Name]
[Your Job Title]