

[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: Application for Employee Advance Loan

I hope this message finds you well. I am writing to formally request an advance loan from the company in the amount of [amount requested]. The reason for this request is [briefly explain the reason, e.g., unexpected medical expenses, home repairs, etc.].

I have been with [Company's Name] for [duration] and have maintained a good performance record. I am committed to repaying the loan through my salary over [proposed repayment period], beginning [start date].

I kindly ask you to consider my request and am willing to provide any additional information you may require. Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]