

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Manager's Position]  
[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] to cover [brief explanation of the purpose, e.g., medical expenses, education costs, etc.].

Due to [brief explanation of situation, e.g., unexpected circumstances], I find myself in need of financial assistance at this time. I believe that this loan can help me manage my current situation effectively.

I propose to repay the loan through payroll deductions over a period of [specify time frame, e.g., six months, one year]. I assure you of my commitment to fulfilling this obligation in a timely manner.

Thank you for considering my request. I am happy to discuss this matter further and provide any additional information you may need.

Sincerely,

[Your Name]  
[Your Job Title]