

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an advance loan against my salary. As an employee at [Company Name] in the [Your Department] since [Your Start Date], I have consistently strived to contribute positively to the team and uphold the company's values.

Due to [briefly explain the reason for the loan, e.g., unexpected medical expenses, home repairs, etc.], I am in need of financial assistance.

Therefore, I kindly request an advance loan of [specific amount] to help address these urgent financial needs.

I assure you that I intend to repay the advance in [state your repayment plan, e.g., "monthly installments over the next three months"] through deductions from my salary. I have evaluated my financial situation and am confident in my ability to manage the repayment effectively.

I appreciate your consideration of my request and hope to discuss it further at your earliest convenience. Thank you for your attention to this matter.

Sincerely,

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