

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

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an advance loan to assist with [briefly explain the purpose, e.g., unexpected medical expenses, educational purposes, etc.].

As you may be aware, [provide a brief background of your employment and contributions to the company]. This loan would greatly alleviate the financial strain I am currently experiencing.

I am requesting an advance of [specific amount] and propose to repay this amount over [specify repayment terms, if applicable, e.g., number of months].

Thank you for considering my request. I would be grateful for the opportunity to discuss this matter further at your earliest convenience.

Sincerely,

[Your Name]  
[Your Position]