

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

[HR Manager's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Request for Advance Loan

I hope this message finds you well. I am writing to formally request an advance loan from the company to address [briefly explain your reason, e.g., unexpected medical expenses, home repairs, etc.].

I have been a dedicated employee at [Company Name] for [duration of employment]. During this time, I have consistently [mention any relevant accomplishments or contributions].

The amount I am requesting is [specific amount], and I believe it will assist me in [explain how the loan will help you]. I plan to repay the loan through deductions from my future paychecks, and I am open to discussing a repayment schedule that works for both parties.

I understand the company's policy regarding loans and would be grateful if you could consider my request. I am happy to provide any further information or documentation needed to process this application.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]