

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a personal advance loan from the company. Due to [brief explanation of the reason, e.g., unexpected medical expenses, home repairs, etc.], I find myself in a temporary financial situation that requires assistance.

I would like to request an amount of [specific amount] to help cover these expenses. I am committed to repaying the advance through payroll deductions over a timeframe of [proposed repayment period, e.g., three months, six months, etc.].

I appreciate your consideration of my request and am available to discuss this further at your earliest convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]
[Department]