

[Your Name]  
[Your Position]  
[Your Department]  
[Company Name]  
[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] from the company to assist with [brief reason for the request, e.g., unexpected medical expenses, home repairs, etc.]. I have been a dedicated employee at [Company Name] for [duration of employment] and have always strived to contribute positively to our team's objectives. Given the urgency of my situation, I would appreciate your consideration of my request.

I propose to repay the loan within [repayment timeline, e.g., three months] through deductions from my salary. I believe this arrangement would minimize any impact on the company's cash flow while ensuring that I can manage my current circumstances effectively.

Please let me know if you need any further information or if there are any forms I need to complete. I appreciate your understanding and support regarding this matter.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]