

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

Dear [Manager's Name],

Subject: Request for Salary Advance Loan

I hope this message finds you well. I am writing to formally request a salary advance loan due to [briefly explain your reason, e.g., unexpected medical expenses, urgent home repairs].

I have been with [Company's Name] for [duration of employment] and have consistently met my performance expectations. Given my current circumstances, I would greatly appreciate your consideration for a salary advance of [specify amount]. I am confident in my ability to repay this advance through my subsequent paychecks.

I would be grateful if we could discuss this matter at your earliest convenience. Thank you very much for your understanding.

Sincerely,

[Your Name]
[Your Job Title]