

[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 Advance Loan

I hope this message finds you well. I am writing to formally request an advance loan from [Company's Name] due to [briefly explain the reason, e.g., unforeseen personal expenses, medical bills, etc.].

I would like to request an amount of [specify amount] to help cover these expenses. I assure you that I am committed to repaying this advance as per the company's policies, and I am willing to discuss the terms of repayment at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]