

[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],

I hope this message finds you well. I am writing to formally request an advance payment for [reason, e.g., upcoming expenses, project costs, etc.].

Details of the request are as follows:

- Amount Requested: [insert amount]
- Reason for Request: [briefly explain reason]
- Proposed Repayment Plan: [outline how and when you plan to repay]

I believe this advance will greatly assist me in [explain the benefits of receiving the advance]. I assure you of my commitment to adhering to the repayment plan.

Thank you for considering my request. I am happy to discuss this in further detail at your convenience.

Sincerely,

[Your Name]  
[Your Position]