

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[HR Manager's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

Subject: Advance Payment Request

I hope this message finds you well. I am writing to request an advance payment of [amount] due to [brief explanation of reason, e.g., unexpected expenses, urgent financial needs].

I understand the company policies regarding advance payments and assure you that I will adhere to any repayment terms that may be required. I believe this advance will greatly assist me in [briefly explain how it will help, e.g., meeting financial obligations, ensuring personal well-being].

Thank you for considering my request. I am more than willing to provide any further information necessary.

Sincerely,

[Your Name]

[Your Job Title]

[Employee ID (if applicable)]