

[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

I hope this message finds you well. I am writing to formally request a salary advance due to [briefly explain the reason, e.g., unexpected medical expenses, urgent financial obligation, etc.].

I understand the company has policies in place regarding salary advances, and I assure you that I am committed to abiding by these guidelines. I would like to request an advance of [specific amount] to be deducted from my upcoming salary.

I appreciate your understanding and consideration of my request. Please let me know if we can discuss this further or if any additional information is needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Employee ID (if applicable)]