

[Your Name]  
[Your Job Title]  
[Your Department]  
[Company Name]  
[Date]  
[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary advance due to [brief reason for the request, e.g., unexpected expenses, medical bills, etc.].

I have always aimed to meet my financial obligations and responsibilities, and this advance will greatly assist me during this time. I am requesting an amount of [specific amount] to be deducted from my upcoming salary.

I assure you that I will adhere to any terms set forth regarding the repayment of this advance. I greatly appreciate your understanding and consideration of my request.

Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]  
[Your Contact Information]