

[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 a salary advance for [specific amount] due to [brief explanation of reason, e.g., unexpected medical expenses, urgent personal matter].

I understand that this request may require consideration of company policies, and I assure you that I will adhere to any necessary procedures. I am willing to discuss repayment options and assure you that I intend to repay the advance in accordance with our agreed terms.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]