

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[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 [briefly state reason, e.g., unforeseen medical expenses, urgent personal matter].

I have been a dedicated employee at [Company Name] since [date of employment], and I have always strived to contribute positively to our team and the organization. [Optional: Mention any recent accomplishments or your commitment to the company].

I would greatly appreciate your consideration of this request, as it would greatly assist me in navigating this temporary situation. I assure you that I am committed to fulfilling all of my responsibilities and continuing to perform at my best.

If you require any further information or would like to discuss this matter, please feel free to reach out to me. Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Job Title]