

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company Name]
[Company 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 due to [brief explanation of the reason, e.g., unexpected expenses, medical bills].

I understand that this request is subject to company policy, and I assure you that I will be able to repay the advance through my upcoming paychecks. I would greatly appreciate your consideration of my situation. If possible, I would like to discuss this further and provide any necessary documentation to support my request.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title]