

[Your Name]
[Your Designation]
[Department]
[Company Name]
[Date]

To,
The [HR Manager/Concerned Authority]
[Company Name]

Subject: Request for Advance Salary

Dear Sir/Madam,

I am writing to formally request an advance on my salary for the month of [mention month, e.g., June 2024]. Due to [briefly state reason, e.g., unforeseen medical expenses / personal emergency], I am experiencing a temporary financial hardship.

I kindly request an advance amount of [state amount you need] from my upcoming salary. I assure you that this is a one-time request and the amount can be deducted from my salary in [mention number of installments or specify next month].

I would be grateful if you could consider my request and process the advance at the earliest possible convenience.

Thank you for your understanding and support.

Yours sincerely,

[Your Name]
[Employee ID, if applicable]
[Contact Information]

- This letter should be factual, concise, and respectful.
- Mention the exact amount and reason for the advance clearly.
- Specify a repayment plan (installments or deduction month).
- Retain a signed copy for your own records.
- Policies regarding advance salary may vary; check with HR before applying.