

# Advance Salary Request for Medical Emergency

**Date:** \_\_\_\_\_

**To,** The HR Manager  
XYZ Company Pvt. Ltd.

**Subject: Request for Advance Salary Due to Medical Emergency**

Respected Sir/Madam,

I am **[Your Name]**, working as **[Your Position]** with Employee ID **[Your Employee ID]**. I am writing to kindly request an advance on my salary due to an unforeseen medical emergency in my family.

The medical situation has resulted in urgent financial requirements. I humbly request you to grant an advance of **[Amount]** from my upcoming salary for the month of **[Month/Year]**.

I assure you that the advance amount will be adjusted against my future salaries as per company policy. I would be grateful for your prompt assistance in this matter.

Thank you for your understanding and support.

Sincerely,

**[Your Name]**  
[Your Position]  
[Department]

**Contact No:** \_\_\_\_\_

## Important Notes:

- Ensure all personal and emergency details are accurate and verifiable.
- Attach supporting medical documents if required by company policy.
- Retain a copy of the submitted request for your records.
- Requests are subject to management's approval and internal company policies.
- Clearly mention the requested advance amount and the proposed repayment method if needed.