

ABC Corporation Pvt. Ltd.

123 Main Avenue, Business District,
Cityname - 123456, Country
Phone: +1 555 234 5678
Email: hr@abccorp.com

Date: June 28, 2024

To,
The HR Manager,
ABC Corporation Pvt. Ltd.
Cityname

Subject: Request for Advance Salary

Dear Sir/Madam,

I am [Your Name], working as [Your Designation] in the [Department] at ABC Corporation Pvt. Ltd. I am writing this letter to formally request an advance of my salary amounting to [Amount] due to [brief reason, e.g., medical emergency, personal reasons, etc.].

I kindly request you to consider my situation and grant me the requested advance, which I assure will be adjusted against my upcoming months' salary as per the company policy.

I would be grateful for your timely assistance in this regard.

Thank you for your understanding.

Sincerely,
[Your Name]
[Employee ID]
[Contact Number]
[Email Address]

Important Notes:

- An advance salary request should specify the reason and the required amount clearly.
- Ensure all personal and official details are accurate and updated.
- Such requests are governed by company policies and may require supporting documentation.
- Repayment terms will be outlined by the HR/account department.
- Approval is at the discretion of management.