

Date: _____
To,
The HR Manager
[Company Name]
[Company Address]

Subject:

Advance Salary Request for Personal Reasons

Respected Sir/Madam,

I am _____ (Employee ID: _____), working as a _____ in the _____ department.

I am writing this letter to formally request an advance of my salary amounting to _____ for urgent personal reasons. I assure you that this is a one-time request and, if approved, the advanced amount may be deducted from my upcoming salary/salaries as per the company's policy.

I kindly request you to consider my application and grant me the advance at the earliest. I shall be highly obliged for your understanding and assistance.

Thank you,

Yours sincerely,

[Signature]
[Name]
[Designation]
[Contact Number]

Important Notes:

- Submit supporting documents if required by your company.
- Mention the exact amount and preferred repayment schedule.
- Ensure your contact and employment details are correct.
- The approval of salary advance requests is subject to company policies.
- Such requests may affect future salary disbursements as agreed upon.