

Formal Salary Advance Request Email

June 27, 2024

To: Human Resources Manager
ACME Corporation
hr@acmecorp.com

From: John Doe
Employee ID: 12345
john.doe@email.com

Subject: Request for Salary Advance

Dear [HR Manager's Name],

I am writing to formally request a salary advance due to unforeseen personal circumstances. I kindly request an advance of [amount], which I would like to have deducted from my upcoming salary payment.

I understand the company's policies regarding salary advances and assure you this request is being made as a last resort. I respectfully request your consideration for this matter, and I am willing to comply with all the necessary formalities and procedures involved.

Please let me know if you require any additional documentation or information from my side.

Thank you very much for your understanding and assistance.

Sincerely,
John Doe

Important Notes:

- Clearly mention the reason for your request and the amount needed.
- Ensure the tone is polite and respectful throughout.
- Comply with the company's policies and procedures for salary advances.
- Be prepared to provide supporting documents if required.
- Submit your request well in advance whenever possible.