

Salary Advance Request Due to Family Emergency

Date: _____

To:

The Human Resources Department
[Company Name]

Subject: Request for Salary Advance (Family Emergency)

Dear Sir/Madam,

I am writing to request a salary advance due to an urgent family emergency that requires immediate financial attention. I kindly request an advance of **[Amount]** from my upcoming salary for the month of **[Month/Year]**.

I assure you that this advance will be settled as per company policies through deductions from my subsequent salaries. Attached are relevant documents to support my request, should you need any further information or clarification.

I would be grateful if you could process my request at the earliest possible. Thank you for your understanding and support during this challenging time.

Sincerely,

Name: _____

Employee ID: _____

Designation: _____

Department: _____

- Ensure you provide genuine reasons and, if possible, attach supporting documents.
- Refer to your company's policy regarding the maximum allowable advance and repayment procedure.
- Maintain confidentiality and professionalism in your request.
- Follow up with HR if you do not receive a timely response.
- Keep a copy of your request for personal records.