

# Salary Advance Request on Medical Grounds

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

To: The HR Department

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Designation: \_\_\_\_\_

Subject: **Request for Salary Advance on Medical Grounds**

Dear Sir/Madam,

I am writing to request a salary advance due to urgent medical expenses that I am currently facing. Due to the unforeseen nature of this medical emergency, I kindly request that an advance of my salary be granted to help manage the related costs.

I would be grateful if you could process this request at the earliest possible convenience. I assure you that the advance will be repaid as per the company's policies and deductions may be made from my upcoming salary.

Thank you for your understanding and support during this challenging time.

Sincerely,

\_\_\_\_\_  
Signature

## **Important Notes:**

- This letter should be accompanied by valid medical documents/certificates.
- Ensure all personal and employment details are correct before submitting.
- Salary advance is subject to company policy and management approval.
- Maintain a copy of the application and related documents for your records.