

# Standard Salary Advance Request Letter

[Your Name]

[Your Job Title]

[Department]

[Date]

To,

The [HR Manager/Finance Manager]

[Company Name]

[Company Address]

## **Subject: Request for Salary Advance**

Dear [Manager's Name],

I am writing to formally request a salary advance for the month of [Month, Year]. Due to unforeseen personal circumstances, I am in need of financial assistance and would greatly appreciate if an advance equivalent to [Amount or % of salary] could be provided.

I assure you that the advance amount can be deducted from my upcoming salary as per the company policy. I sincerely hope for your consideration and support in this matter.

Thank you for your attention.

Sincerely,

[Your Signature (if printed)]

[Your Name]

[Employee ID (if applicable)]

- Salary advance requests should only be made in genuine and urgent situations.
- The amount and repayment terms must comply with company policies.
- Always keep a copy of your request and any related correspondence.
- Approval of a salary advance is subject to management discretion.
- Ensure clarity and transparency about the reason and amount requested.