

Urgent Salary Advance Letter Format

Date: _____

To,

The HR Manager,

[Company Name],

[Company Address]

Subject: Request for Urgent Salary Advance

Dear Sir/Madam,

I am writing to formally request an urgent salary advance due to unforeseen financial circumstances. I would like to request an advance of Rs. _____ from my upcoming salary for the month of _____.

The need for this advance has arisen because [brief reason, e.g., medical emergency, family issue, etc.]. I assure you that the amount will be adjusted and deducted from my future salary as per company policy.

I would be sincerely grateful if you could process my request at the earliest possible. Please let me know if you need any further information or documentation from my end.

Thank you for your understanding and support.

Yours faithfully,

[Your Name]

[Employee ID/Designation]

[Department]

Important Notes:

- Such requests should be genuine and backed with valid reasons or documentation wherever possible.
- Salaries advanced are typically deducted from future payments as per company policy.
- Frequent requests for advances may impact your professional record.
- Always check your organization's guidelines for salary advance eligibility before applying.
- Keep the language polite, formal, and concise.