

Casual Loan Requisition Message to Employer

Subject: Request for Salary Advance/Loan

Hi [Manager's Name],

I hope you're doing well. I wanted to ask if I could request a loan/advance of [insert amount] from my salary due to some unexpected personal expenses. I will be able to repay this in installments as per company policy.

Please let me know if this is possible and what documents I need to provide.

Thanks so much for your understanding.

[Your Name]

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