

Salary Advance Request Letter

Subject: Request for Salary Advance

Dear [Recipient's Name],

I am writing to request an advance on my salary for the month of [Month] due to [Reason, e.g., personal emergency]. I kindly request an amount of [Specify Amount] to be disbursed at the earliest possible date.

I assure you that the advance will be adjusted in my upcoming salary. Your assistance will be greatly appreciated.

Sincerely,

[Your Name]

[Employee ID/Department]

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