**To Place:**  
The Manager, Date:  
Company Name,  
Address.

Sub: Application for advance salary.

Dear Sir/Madam,

I am writing this to request an advance salary amount of ……………. Rs due to some emergency reasons in my family. Kindly deduct an installment amount of …………. Rs each month from my salary until the total amount recovers.

I hope you consider my request.

Thanking you.

Sincerely,  
Employee name,  
Signature.  
Designation.