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

Sub: Salary advance request.

Dear Sir/Madam,

 With due respect, I would like to request you to provide me with a salary advance of ………… Rs because of some personal reasons.

I will repay the advance amount in …. installments, in each installment you can deduct a sum of ………… Rs from my monthly salary.

I shall be obliged to you in this regard.

Thanking you.

Employee name,
Employee ID,
Designation,
Department.