**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.