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

Sub: Salary advance application due to marriage.

Dear Sir/Madam,

I would like to inform you that my marriage was fixed and it will be held on **[date]**. Keeping in view of my current financial condition I want to request you for a salary advance of ……………. Rs.

The amount can be recovered every month from my salary. In each installment, you can deduct a sum of …… Rs.

I hope you consider my salary advance request.

Thanking you.

Sincerely,  
Employee name,  
Employee ID,  
Designation,  
Department.