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

Sub: Salary advance application for medical treatment.

Dear Sir/Madam,

I, **[your name]** have been working as an **[designation]** at **[company name]** for last …. Years.

Here I am requesting you to please grant me a salary advance of …….. Rs which I need for my medical treatment **[reason].**

I will pay back the advance amount in each month from my salary …. Installments of each ………….. Rs.

I hope you do this favor to me and I shall be grateful to you in this matter.

Thanking you.

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