**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.