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

Sub: Salary advance request.

Dear Sir/Madam,

With utmost respect, I am writing this to request a salary advance amount of ………. Rs for my children's education fee.

The amount can be recovered from my salary, in each month you can deduct an amount of  …………… Rs until the entire advance amount gets recovered.

In my present financial situation, this advance will be a great relief to me, so I hope you consider my request.

Thanking you.

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