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

Sub: Salary advance application for wife’s delivery.

Dear Sir/Madam,

I am writing this request letter for a salary advance of ………….. Rs which I need for the medical expenses of my wife’s delivery.

I would like to give my consent to deduct a sum of ………. Rs each month from my salary until the full amount is recovered.

Therefore please give your approval to provide a salary advance to me.

I shall be thankful to you in this matter.

Thanking you.

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