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

Sub: Salary advance request letter.

Dear Sir/Madam,

I, **[your name]** writing this to request a salary advance of …………… Rs for this  ………….. Festival.

 I will repay the advance amount each month from my salary in installments until the full amount gets recovered.

I hope you understand my situation and grant me the advance amount.

Thanking you.

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