

Loan Application Email to Employer for Salary Advance

Subject: Request for Salary Advance

Dear [Employer's Name],

I hope this message finds you well. I would like to request an advance on my salary in the amount of [amount] due to [brief reason: medical emergency, urgent family matter, etc.]. I understand this will be adjusted against my future salary.

I assure you that I will abide by any conditions set by the company regarding repayment. Kindly let me know the procedure and documents required for processing this request.

Thank you for your understanding and support.

Sincerely,

[Your Name]

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