Salary Deposit Request Letter

[Your Name]

[Designation

[Date]

[Recipient Name]

[Street Address] [City, ST ZIP Code]

**Subject:** Request for Advance Salary Payment

Dear [Recipient Name]:

This letter is being written to request for advance salary payment for the month of April 2018. I know the policies of the company regarding the salary deposition, but I would like to request for an exception in this month.

I am short of some cash because of some unexpected expenses. I must pay the school fee for my kids. Moreover, I must take medical care of the mother. In this need of the hour, I am requesting you to consider my situation.

I would really appreciate if you consider my situation and release my salary before the due date. Your kind action will simplify many financial problems in my life. I shall be very grateful to you for this act of kindness

Regards,

[NAME HERE]

[Title]