Date

To

[Recipient Name]

[Organization Name]

[Street Address City, ST ZIP Code]

**Subject: Request for two month’s advance salary**

Dear Mr. John,

I am writing this letter to request a favor of the company. I have been working at [Company name] for the past 12 years. My employee records show that I have been a sincere, punctual and hardworking employee. Recently, my father suffered a huge loss in business and although his stock was partially insured, we still had to bear a significant burden of debt. As a result, we have been in a financial crisis. We have tried to borrow some amount from the bank, but the loan approval process shall take time and we need some money right away.

Therefore, I am requesting for an advance salary of 2 months. Given my reputation for integrity and truthfulness, you must have noticed I do not usually ask for favors or make requests. This, however, is a critical matter for me and my family. Hence, I am writing with strong faith that the company shall continue to trust me and keeping in mind my responsible history agrees to loan me two month’s salaries in advance.

I shall repay the loaned amount in installments and agree to a monthly deduction from my paycheque until the loan is cleared.

Look forward to your cooperation.

Thanks,

Liz Parker