Advance Money Application

[Date]

To

[Recipient Name]

[Street Address] [City, ST ZIP Code]

**Subject:** Request for Advance Salary Payment

Dear [Recipient Name]:

This is John Miller the Business Manager at [COMPANY NAME]. I would like to mention here a special request for the advance payment of the salary for the month of October 2019.

As per the terms & conditions mentioned in the contract, an employee can ask for advance payment of salary up to two months. According to the clause the advance salary should be deducted by 5% for each subsequent month until it is fully repaid.

I am at the time in need to have some finance for my personal use. I will be grateful if the salary is deposited up to 16th of November 2019.

Waiting for your response.

Regards,

[NAME HERE]

[Title]