Your Name

Your Address  
City, State, Area Code

Date and Day

Your Manager’s Name

Manager or Company’s address  
City, State & Area Code

**RE: Request for Advance Payment**

Respected Manager (name of the manager should be written here)

I’m writing this letter to inform you of my urgency to request a loan of $1000/- to be reimbursed with an inference from my salary every month.

My son has graduated and got admission in XYZ medical school. The wife and I can manage the tuition, but the initial expenses of dorm, travel and miscellaneous purpose and things can’t be done altogether without the loan I’m asking you for.

I have enclosed the information about the medical school, his admission, and the dorm expenses and estimate as well as some travel docs with this letter/email.

Deduction of this advance can be done through my every month's salary in installments. If you still have any questions regarding this loan, please contact me at my phone number or e-mail and I will further elaborate on you.

Thank you so much for giving this a thought.

Sincerely,

Your Signature (The person requesting loan)

Your name (Printed Form)

List of Attachments and Enclosures