To

[The Recipient]  
[Designation]  
[Company Name]

Re. Request for Advance Salary

Dear Markel,

I am Simon Novel, working as an Assistant Manager in your company. With high reverence, I want to put it into my request to you that I need a salary for next month i.e. August in advance. I need this salary advance to make an instant reconstruction of my house. Due to the situation of flood in the region and heavy rainfall, a portion of my house got affected.

I have consulted a constructor who informed me that the reconstruction of the damaged portion will cost $2000 while my savings account has very little amount. I made a few purchasing and spent all my savings.

I request you to give my salary for August in advance so that I can make the important construction of the damaged area in time. I assure you that it will not affect my working efficiency instead, my affiliation with the work here would get stronger with the high potential of professional relationships and trust.

I shall grateful to you if you make approval of my advance salary request and direct it to the Finance Manager or the General Account Office. Thank you.

Sincerely,

Signature