To

[The Recipient]  
[Designation]  
[Company Name]

Re. Advance Salary Request for House Maintenance

Dear Eva,

I am writing this letter as a request note to you and aim to get one month’s salary in advance. I am working with the company since 2010 and it has been a decade working here. I have been working in the HR region of the company and then got promoted as a General Manager in 2014. I withstood with the company through thick and thin and it made my way to the development of a strong relationship with the company.

This company and I spent an era together and have seen many ups and downs together. Coming short to my point, I am living in Region-9C of Sector 80 location and my house belongs to my ancestors and then inherited to me. The house was built in 1980 and then never got renovated. It, obviously, is in a pitiable position now and the maintenance has become of quintessential importance.

To make the important maintenance, I need $1500 and I am worried that I do not have the required amount. If I do not important maintenance, it may trouble my family and neighborhood at any time. To make up this matter I need your assistance in getting one month’s salary advance. It may help me a lot in this regard. Please, give me a chance to thank you enough.

I am looking forward to your kind approval. Thank you.

Sincerely

Signature