To

[The Recipient Name]  
[Company Name]

Re. Request for Advance Salary

Dear Dickens,

I am Lockhart Neil and I work as an Assistant Finance Manager in your company. The purpose of writing this request letter is to get an advance salary for the month of July along with the current salary of June. As I already have mentioned previously in a meeting that I am suffering from Kidney Hernias, I am dealing with chronic pain and anxiety due to that.

After visiting my Nephrologist, I have decided to get operated for this. As I am unable to work efficiently and this is causing a huge pain, stress, and disability, I am getting it operated on 7th June 20XX. The Mayor Clinic, Brooklyn has given me an idea regarding how much the operation will cost including my medication. They told that it will cost me almost $4000 which is a huge amount for a person with modest financial status.

Here, I need your coordination in getting one month’s salary advance. It will be easy for me to get my treatment done within this month of June. I shall be very grateful to you if I can get my July salary in advance and it will be of great help and importance.

Thank you in anticipation

Sincerely,

Signature