To

[The Recipient Name]  
[Company Name]

Re. Request for Advance Salary for Medical Treatment

Dear Aroma,

I am penning this letter to you to put my request to you for an advance salary which I need for my father’s medical treatment. My father is suffering from a cardiac disease for which his cardiologist has advised him to go through heart surgery. You already must have the idea that heart surgeries are always a matter of great seriousness along with great financial expenditure as well.

It will cost me $7000 to get my father through heart surgery. I make, categorically, humble appeal to you to give me my July’s month of salary in advance so that I can arrange a cardiac surgery for him delaying which means risking his life. I want to curb this as soon as possible because it is my father’s health and life together. I hope you will understand my position and endow me one month’s salary advance empathizing with my circumstances.

I assure you that it will not affect my working capability and efficacy. I shall be grateful to your act of kind favor.

Thank you.

Sincerely

Signature