**Advance Salary Request Letter**

Senior Human Resource executive,

HR Department

ABC Company

18th Putney Street, London, UK

**SUBJECT: ADAVNCE SALARY REQUEST LETTER**

Dear Sir,

I, Sarah Parker, the senior accountant at ABC Company am writing this letter to you to make an official request. Due to certain financial problems in my personal life, I haven’t been able to pay my home rent for the past 2 months and would be extremely grateful if I could get an advanced salary for 3 months at the next Pay Day.

Sir, my father passed away a few months back and since then, the entire responsibility of the house, bills and livelihood have fallen upon my shoulders. I have been able to manage most of the things but due to this, the rental of the apartment has suffered. If I don’t pay the entire backlog by the end of this month, my family would have to leave the apartment and to avoid this, I am making the advance salary request.

I hope you consider this earnest request from my side as I am in grave need of the money.

Thanking you

**Yours faithfully**

**Sarah Parker**