**Request Letter for advanced payment Template**

Recipient's full address

Your full address

Date (In Full)

Objective (One sentence containing the purpose of the letter)

Dear (Insert full name),

Over the past few months I have found myself in financial difficulty and I am therefore writing to ask for an advanced payment on a month’s wages.

I am finding my financial situation very difficult and stressful and I believe it is affecting my work output. I have tried all other possibilities of financial help but have been unsuccessful.

I would really appreciate your consideration on this matter as soon as possible, and you can contact me on the contact details above.

Yours sincerely,

Print and sign full name