COMPANY NAME

Date:

To

(Sanctioning Authority)

Dear Sir,

# **SALARY ADVANCE**

I request you to grant me **Salary advance** of **Rs.\_\_\_\_\_\_\_\_/**-. I agree that this amount be recovered from my salary by deducting in ten equal monthly installments.

Yours faithfully,

Signature

Name :

Emp.No :

Dept. :

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Approved

(Sanctioning Authority)