

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
	Date	Company
Name		Address Line 1
Address Line		Address Line 2
City, State Zip Code		City, State Zip Code

Re: Granting of Cash Advances

Dear :

I received your request for a cash advance regarding your {date} pay period. We will be able to grant you this cash advance. However, please note that we are only able to grant two cash advances a year and only for half of your salary for that pay period. Please complete a request form and return it to the payroll department.

Sincerely,

N A M E