

JOHN SMITH

Marketing Coordinator



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To Sarah Johnson

Apple Inc.

Dear Sarah Johnson,

I hope this message finds you well. I am writing to formally request a cash advance of \$1,000 in light of some unexpected personal expenses that have recently arisen. Given the nature of these circumstances, I would be extremely grateful if you could approve this request, which I would intend to repay through payroll deductions over the next three months.

I understand that company policy requires a justification for this kind of request, and I am more than happy to discuss the matter in further detail if necessary. I assure you that I will remain committed to fulfilling my work responsibilities and making the repayment in full and on time.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

John Smith