

Advance Request

Dear Mr./ Director of Personnel Department

I request you to kindly and accept my request to grant me a cash advance of riyals (only Saudi riyals only).

That is for “mentioning the reason for the advance.”

I also pledge to pay the full amount of the advance according to the system followed, which is stipulated in the work system and mentioned in the executive regulations of the company, and I commit to attaching all documents supporting the disbursement, and inform you that I... The date of its disbursement and the last repayment of the advance.

You have a lot of appreciation and respect.

Introduction to you

The name :.....

Occupatio :.....

Job number :.....

Mobile number :.....

Residence address :.....

Signature :.....

Account Management Direction:

Approval to disburse an advance amounting to Saudi riyals, provided that repayment of the advance begins on corresponding to ... / ... / and ends on the day ofcorresponding to / ... /

Not agreeing to pay the advance for the following reasons,

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.....

Signature of the Accounts Manager

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Signature of the Personnel Manager

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General Manager’s signature

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