

# Accrued Leave Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about my accrued leave balance as of [Insert Date]. I would like to understand how much leave I have accumulated and if there are any limitations on using this leave.

My employee ID is [Insert Employee ID], and I would appreciate any assistance you can provide regarding this matter.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]