

Annual Leave Balance Verification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request verification of my annual leave balance as of [Insert Date]. I would like to ensure that my leave entitlements are accurately reflected in the records.

As per my records, I have taken the following leave during the current year:

- [Leave Type - Dates]
- [Leave Type - Dates]
- [Leave Type - Dates]

According to my calculations, I believe my remaining balance should be [Insert Number of Days] days. I would appreciate it if you could confirm this information at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]