

To: [Manager's Name]

Date: [Insert Date]

Subject: Request for Holiday Time-Off Balance

Dear [Manager's Name],

I hope this message finds you well. I am writing to request an update on my holiday time-off balance. As we approach the upcoming holiday season, I would like to ensure that I have an accurate understanding of how many days I have remaining.

Could you please provide me with the details of my current holiday balance? This information will help me in planning my time off effectively.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]