

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my Paid Time Off (PTO) balance. After reviewing my records, I would like to ensure that I have an accurate understanding of my current PTO balance and how it has been accrued.

Specifically, I would like to confirm the total number of PTO hours available to me, as well as any recent adjustments that may have been made. Understanding my PTO balance is important to me for planning my time off effectively.

Thank you for your attention to this matter. I appreciate your assistance and look forward to your prompt response.

Sincerely,

[Your Name]