

Subject: Inquiry about Sick Leave Balance

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about my current sick leave balance. As I am planning for future appointments and may need to take time off, having clarity on my available sick leave would be greatly appreciated.

If you could provide me with the details at your earliest convenience, I would be very grateful.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]