

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Your Email] [Your Phone Number]

To: [Manager's Name] [Company's Name] [Company's Address] [City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request confirmation of my current time-off balance. As I am planning for upcoming personal commitments, it would be very helpful to know how much leave I have accrued.

Thank you for your attention to this matter. Please let me know if you need any further information to process my request.

Sincerely,

[Your Name] [Your Position]