

# Vacation Days Balance Inquiry

Dear [Manager's Name],

I hope this message finds you well. I am writing to request information regarding my current vacation days balance. As we approach the end of the year, I would like to ensure that I am aware of how many vacation days I have remaining.

If possible, could you provide me with the details of my accrued vacation days, any used days, and the total balance available? This information will greatly assist me in planning my time off for the upcoming months.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]