

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

[Date]

[Supervisor's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request an inquiry regarding my annual leave balance. I would like to ensure that I have an accurate understanding of my remaining leave days as I plan for the upcoming months.

If possible, could you please provide me with the current balance and any details regarding the accrual of my leave?

Thank you for your assistance. I appreciate your help in this matter.

Sincerely,
[Your Name]