

Subject: Follow-up on Unpaid Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to follow up on my request for unpaid leave that I submitted on [Date of Original Request]. I wanted to ensure that you received my request and to inquire about its status.

As mentioned in my earlier communication, I am requesting unpaid leave from [Start Date] to [End Date] due to [brief reason]. I appreciate your understanding and support regarding this matter.

If you have any questions or need further information, please feel free to reach out. Thank you for your attention to this request, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]