

Annual Leave Balance Inquiry

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about my annual leave balance as of [Insert Specific Date or Year]. I would like to understand how many leave days I have accrued and if there are any remaining balances that I should be aware of.

As I plan for the upcoming months, it would be helpful to have this information for my scheduling and personal commitments.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]