

# Annual Leave Balance Clarification

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my annual leave balance. As we approach the end of the year, I would like to ensure that I have an accurate understanding of the remaining leave days available to me.

According to my records, I believe I have [insert number of days] leave days remaining. However, I would appreciate if you could confirm this balance for me, along with any relevant details about carryover policies or expiration dates.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]