

# Annual Leave Balance Confirmation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Annual Leave Balance Confirmation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a confirmation of my current annual leave balance as of [Insert Date]. Understanding my leave balance is important for planning my time off effectively.

Could you please provide me with the details of my annual leave balance, including any leave taken and any upcoming entitlements?

Thank you for your assistance. I appreciate your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]