

Annual Leave Balance Detail Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to kindly request an update on my annual leave balance. As I plan my upcoming time off, it would be helpful to have the most current information regarding my available leave days.

If possible, could you please provide me with the details of my leave balance, including any used and accrued days?

Thank you for your assistance.

Best regards,

[Your Name]

[Your Job Title]