

Annual Leave Balance Information Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[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 formally request information regarding my current annual leave balance as of [specific date]. This information will assist me in planning my upcoming schedule effectively.

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

Sincerely,
[Your Name]