

Annual Leave Balance Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Company Address]

To: [Manager's Name]

[Manager's Job Title]

[Manager's Department]

[Manager's Company Name]

[Manager's Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my annual leave balance.

As of [Insert Current Date], I would like to confirm my remaining leave days and ensure that all records are up-to-date. This will help me plan my upcoming leave accordingly.

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

Sincerely,

[Your Name]

[Your Contact Information]