

Annual Leave Balance Update Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Annual Leave Balance Update

Dear [Manager's Name],

I hope this message finds you well. I am writing to kindly request an update on my current annual leave balance. As we approach the end of the year, I would like to plan my leave accordingly and ensure I am aware of the remaining balance I have.

According to my records, my last reported balance was [Insert Last Known Balance]. I would appreciate it if you could confirm this and provide any details on any additional leave I may have accrued.

Thank you for your assistance, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]