

Annual Leave Balance Verification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Verification of Annual Leave Balance

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a verification of my annual leave balance as of [Insert specific date]. To plan my upcoming time off effectively, I would appreciate it if you could provide me with the current status of my leave balance.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]