

Leave Request Verification

Date: [Insert Date]

To,

[Manager's Name]
[Company Name]
[Company Address]

Subject: Verification of Leave Request

Dear [Manager's Name],

I am writing to verify my leave request submitted on [Insert Leave Request Date] for the period of [Start Date] to [End Date]. The reason for my leave is [Specify Reason].

I kindly ask for your confirmation regarding my leave approval at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]