**Half-day leave application**

Subject: Leave Application for Half a Day

Dear Mr./Mrs. {Recipient’s Name},

I am writing this letter to inform you that I will not be able to come to work on time on {Date} as I have an appointment with my dentist. Since the appointment is in the morning, I will come to the office around 2 PM and try to get as much work done as possible.

I am sure the team will handle everything exceptionally. Please contact me if you have any doubts or queries about the current project.

Sincerely,  
{Name}