Subject: Half-Day Leave Application

Dear Mr./Mrs. {Recipient’s Name},

This is to inform you that I will not be able to come to work on time on {Date} as I have an appointment with the dentist.

Since the appointment is scheduled for 10 AM in the morning, I will be able to reach the office around 2 PM.

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}