

Medical Appointment Letter for Employer

Subject: Medical Appointment Notification

Dear [Supervisor's Name],

I am writing to inform you that I have a medical appointment scheduled for [Date] at [Time]. I will need to be absent from work from [Start Time] to [End Time], approximately [number] hours.

I have arranged for [colleague's name] to cover my responsibilities during my absence, and I will ensure all urgent tasks are completed beforehand. If possible, I will make up the time by [working late/coming in early/using personal leave].

Please let me know if you need any additional information or documentation.

Thank you for your understanding.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/medical-appointment-letter-sample>