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| Half day leave application |

**By:** [**AmbitionBox.com**](https://www.ambitionbox.com)

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_