

Subject: Late Arrival Due to Dentist Appointment

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inform you that I will be arriving late to work today due to a dentist appointment. My appointment is scheduled for [time], and I expect to arrive at the office by [expected arrival time].

I apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your consideration.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]