

Subject: Late Arrival Notification

Dear [Supervisor'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 medical appointment. I expect to be at the office by [estimated arrival time].

I apologize for any inconvenience this may cause and appreciate your understanding. If there's anything urgent that requires my attention before I arrive, please feel free to let me know.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]