
Letter to Boss for Doctor Appointment

[Your Name]
[Your Job Title]
[Department]
[Company Name]
[Date]

[Boss's Name]
[Boss's Job Title]
[Company Name]

Subject: Request for Leave for Doctor Appointment

Dear [Boss's Name],

I hope this message finds you well. I am writing to formally request a short leave of absence for a doctor appointment that I need to attend.

Appointment Details

- **Date:** [Date of Appointment]
- **Time:** [Time of Appointment]
- **Duration:** Approximately [duration, e.g., 1 hour, half a day, etc.]

I will ensure that all my responsibilities are managed before my absence, and I will coordinate with my team to cover any urgent matters. I will also be available via email/phone if needed during this time.

Thank you for your understanding. I look forward to your approval.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]