

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally inform you that I was unable to attend [work/school] on [date] due to a scheduled doctor's appointment. Please find the details of the appointment below:

- Date: [Date of Appointment]
- Time: [Time of Appointment]
- Duration: [Approximate duration of absence]

I apologize for any inconvenience my absence may have caused and appreciate your understanding. If needed, I am happy to provide documentation from my healthcare provider regarding this visit. Thank you for your attention to this matter.

Sincerely,  
[Your Name]