**Date:**

Subject of the letter

Dear (name of recipient),

My name is XYZ and I work as a teacher of mathematics in your school. I hereby write this letter to let you know that I require a day off from work. I have some issues with my teeth and that is the reason I want to see my dentist. He has given me an appointment for a root canal treatment on 19th July 2020. I have got his appointment after having waited for so long. Therefore, I cannot skip it.

I am attaching the details of the appointment with this letter. I am hopeful that you will excuse me for the classes that I need to take on 19th July 2020. I have required Ms. Sara to attend my classes on my behalf. I have also informed other faculty members about my absence.

Please grant me the leave for a day so that I can get myself treated well.

Sincerely,

Your name  
Company name  
Position in the company