Dear [Name Here]

I hope you will be fine. I am sending you this message to bring in your kind notice that I have to leave early today because I have an appointment with a physician. I am suffering from some stomach issues since last week and today I have to go there at 2:0 0 pm. For your convenience, I have affixed my medical reports and doctor’s contact as well along with this message. For the assignment that can be done from home, I have made certain dispositions with Mr. Elif to put forward to my tasks and calls. I will be thankful to you for your collaboration.

Regards,  
Julia Mark