Mr. Green  
Head of department,  
Human resource.

Mr. James,  
Manager  
Human resource.

Dated: 19th January, 20XX

Respected sir,

This is to bring to your attention that I will not be able to come to work tomorrow dated [DATE]. You are aware that I have been visiting the dentist for the past few months to get my teeth treatment. Today I went to the dentist as part of my regular visit but came back with a severe toothache due to which I will not be able to come to work tomorrow. I am taking medicines prescribed by the doctor and I hope that I will be better by tomorrow. I request you to please grant me a day off from work for tomorrow. I will be thankful to you. I will surely come to office dated [DATE]. Thanking you in advance.

Yours sincerely.

Mr. James  
Manager  
Human resource.  
ABC.