

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a leave of absence due to stress and mental health concerns. After consulting with my healthcare provider, it has been recommended that I take some time off to focus on my mental well-being.

I would like to request leave starting from [start date] to [end date]. I understand the need to ensure that my responsibilities are managed during my absence and I am willing to assist in the transition process before my leave begins.

Please let me know if you need any further information or documentation regarding my request. I appreciate your understanding and support in this matter.

Thank you for considering my request.

Sincerely,  
[Your Name]