

Date: [Insert Date]

To Whom It May Concern,

I am writing to inform you that my child, [Child's Name], a student in [Grade/Class], was unable to attend school on [Date(s) of Absence] due to a mental health day. We believe it is important for them to take time to focus on their mental well-being.

Please let us know if any further information is required or if there are assignments that need to be completed upon their return.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Relationship to the Child]