

Application for Mental Health Day Off

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date: [Insert Date]

Recipient's Name

Recipient's Position

Company/Organization Name

Company Address

City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request a day off on [Insert Date] for mental health reasons. As a freelancer, I understand the importance of maintaining a healthy work-life balance, and I believe that taking this day will allow me to recharge and return to my projects with renewed energy and focus.

During my absence, I will ensure that all my current commitments are up to date, and I will make arrangements with clients to handle any immediate needs. I appreciate your understanding and support regarding this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]