

# Letter of Explanation for Mental Health Day

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Notification of Mental Health Day

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you that I will be taking a mental health day on [Insert Date]. It is important for me to prioritize my mental well-being to ensure that I can provide you with the best possible service.

I appreciate your understanding in this matter. I will ensure that all pending work is up to date before my day off, and I will resume our collaboration promptly on [Insert Return Date].

Thank you for your support.

Best regards,

[Your Name]

[Your Contact Information]