

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

Recipient Name  
Organization/Company Name  
Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a mental health day off on [Date]. As a freelance professional, it is essential for me to prioritize my mental health to continue providing quality services.

I assure you that I will ensure all deadlines and commitments are managed efficiently ahead of time so that my absence does not impact the workflow.

Thank you for your understanding and support regarding this matter. I look forward to your approval.

Sincerely,  
Your Name