

Notification of Mental Health Day

Dear Valued Client,

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]. This time away is important for my well-being, allowing me to return with renewed energy and focus.

Please note that I will not be available for appointments or communication on this day. If you have any urgent matters, feel free to reach out before [insert date] or after my return on [insert return date].

Thank you for your understanding and support.

Warm regards,

[Your Name]

[Your Contact Information]