

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 [Date]. During this time, I will be unavailable to respond to emails and messages.

If you have any urgent matters, please feel free to reach out to me before [Date] or I will be sure to address them upon my return on [Return Date].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Contact Information]